



Job Opportunities



Position: Administrative Assistant

Overview

Community Health Worker Coalition for Migrants and Refugees is WA statewide, 501c3, organization who serve Latinx migrants and refugees, and we are seeking a dedicated and highly organized Administrative Assistant to join our team. The ideal candidate will have excellent communication skills, a positive attitude, and a strong ability to multitask. In this role, you will provide administrative support to ensure efficient operation of the office.

For more information about the CHWCMR: www.chwcoalition.org

Responsibilities

- Assist Leader team with office administration
- Organize and schedule meetings and appointments
- Maintain contact lists of members, partners,
- Produce and distribute correspondence memos, letters, faxes, and forms
- Assist in the preparation of regularly scheduled reports
- Develop and maintain a filing system
- Take notes for all meeting
- Provide general support to visitors
- Act as the point of contact for internal and external clients
- Liaise with executive and senior administrative assistants to handle requests and queries from senior managers

Requirements

- Previous experience as an Administrative Assistant, or Office Admin Assistant
- Previous experience in working with Non-profit organizations
- Knowledge of office management systems and procedures
- Proficiency in MS Office (MS Excel and MS PowerPoint, in particular)
- Excellent time management skills and the ability to prioritize work
- Attention to detail and problem-solving skills
- Excellent written and verbal communication skills
- Strong organizational skills with the ability to multitasks
- High School degree: additional qualification as an administrative assistant or Secretary **will be a plus**
- Bilingual Spanish and English will be a plus.



Position :Program Coordinator for Environmental Program

Community Health Worker Coalition for Migrants and Refugees is WA statewide, 501c3, organization who serve Latinx migrants and refugees and We are seeking a dedicated Program Coordinator to join our Environmental Program team. In this role, you will be responsible for coordinating one environmental project, liaising with stakeholders, and ensuring timely implementation of program initiatives. You will also assist in developing educational materials, organizing events, and promoting environmental awareness within the community.

Responsibilities include:

- Coordinating and overseeing the implementation of environmental projects
- Communicating with stakeholders, partners, and volunteers
- Organizing workshops, seminars, and events related to environmental education
- Developing and distributing educational materials and resources
- Monitoring project progress and preparing reports
- Ensuring compliance with environmental regulations and guidelines

Qualifications:

- Bachelor's degree in environmental science, Environmental Studies, or a related field
- Experience in project coordination or management, preferably within an environmental or non-profit organization
- Strong interpersonal and communication skills
- Ability to work independently and as part of a team
- Proficiency in Microsoft Office Suite and project management software
- Bilingual Spanish and English will be a plus.

What We Offer:

- A competitive salary
- Opportunity for professional growth and career development
- A supportive and collaborative work environment
- Comprehensive benefits package including health insurance, dental insurance, and paid holidays.

Payment: Based on Experience and Education.

Location: Snohomish County, WA

If you are interested in the Administrative Assistant or Environmental Coordinator, Please Submit your CV and Letter of Interest and contact: