



Administrative & Operations Coordinator

Reports to: President & CEO
Position type: Full-time, non-exempt
Location: Olympia, WA
Compensation: \$27.00–\$30.00 per hour, depending on experience; 36 hours per week

About the Community Foundation of South Puget Sound

The Community Foundation of South Puget Sound is dedicated to growing a lasting culture of generosity and well-being across Lewis, Mason, and Thurston counties through connection, leadership, and strategic investment. We work to achieve our vision of a region where everyone has the opportunity to thrive in communities that are sustainable, equitable, and resilient.

Since its founding in 1989, the Community Foundation has grown to steward more than \$50 million in charitable assets and has awarded more than \$32 million in grants and scholarships, supporting causes and organizations that strengthen our community. Learn more about our work at www.thecommunityfoundation.com.

Role Overview

The Community Foundation's Administrative and Operations Coordinator is essential to the success of our growing organization. This position provides high-level administrative and coordination support to the President & CEO, helps maintain systems that support the Foundation's governance and organizational effectiveness, and manages day-to-day office and administrative functions. The role requires excellent judgment, attention to detail, strong communication skills, and the flexibility to adapt to changing needs and priorities. This position is based in Olympia, WA, and primarily works on-site.

The right candidate is motivated by behind-the-scenes work that helps our small, fast-paced organization run well. They bring strong attention to detail, follow-through, and care to support the President & CEO, strengthening office systems, and attending to the details that contribute to the organization's effectiveness and success.

Essential Duties and Responsibilities:

CEO & Governance Operations Support

- Provide consistent operational and administrative support to advance CEO-led initiatives and organizational priorities
- Coordinate Board and committee logistics in alignment with the annual governance calendar and CEO priorities
- Compile accurate, well-organized Board and committee materials for CEO review prior to distribution
- Ensure materials are distributed on schedule and reflect a high standard of professionalism
- Prepare clear, accurate Board and committee minutes that document key decisions, motions, action items, and follow-up responsibilities
- Coordinate document routing, signature collection, mailing, filing, and related administrative follow-through for executive, governance, and organizational matters
- Maintain orderly digital and physical files for governance and CEO work



- Track meeting follow-up actions and ensure timely completion
- Handle confidential documents and communications with discretion and sound judgment
- Perform other related duties as assigned to support organizational goals

Gift, Database & Financial Processing Support (in coordination with Finance & Operations Officer)

- Provide administrative support to the Finance & Operations Officer, without exercising accounting judgment or financial approval authority
- Enter gifts and invoices in coordination with the Finance & Operations Officer, ensuring accuracy and timely processing
- Maintain accurate donor records and supporting documentation
- Pull lists and reports to support acknowledgements, mailings, and internal operations
- Execute mail and email merges in support of donor communications and other organizational needs
- Prepare weekly acknowledgement letters and donor correspondence for review and mailing
- Assemble payment documentation for grants, invoices, and reimbursements for Finance & Operations processing
- Maintain organized files and documentation to support internal controls and financial accuracy

Reception & Office Operations

- Serve as the first point of contact for visitors, donors, vendors, board members, and community stakeholders
- Route calls and inquiries appropriately, escalating sensitive, reputational, or strategic matters to the CEO when necessary
- Process incoming and outgoing mail at least every other day
- Manage conference room scheduling and shared calendar coordination
- Maintain stocked office supplies and orderly shared workspaces
- Provide logistical support for meetings, workshops, retreats, and CEO-led events, ensuring materials, scheduling, and space readiness are in place
- Ensure the office environment is organized, professional, and ready to support staff and visitors
- Identify administrative inefficiencies and propose practical improvements to strengthen workflow and office effectiveness

Qualifications:

- Three or more years of experience in administrative or operational settings with progressively responsible duties in coordination, organization, and follow-through
- Excellent interpersonal, verbal, and written communication skills
- High level of organization and attention to detail, with a personal standard for quality in materials that represent leadership or go to the board
- Experience handling confidential information with a high degree of discretion
- Proficiency in Microsoft Office (Word, Outlook, Excel, SharePoint), Adobe Acrobat, and Zoom, with a high level of comfort using Outlook for calendar and communication management
- Comfortable adopting new tools and platforms quickly; at ease in a digitally integrated work environment
- Ability to work both independently and collaboratively



- A deep commitment to the Community Foundation's mission and strong alignment with our organization's values, including diversity, equity, and inclusion
- Ability to work effectively and respectfully with individuals and communities across cultural, ideological, and geographic backgrounds
- A resourceful, proactive problem solver who can navigate new challenges with initiative and sound judgment
- Ability to thrive in a fast-paced, ever-changing environment, and meet deadlines while handling multiple competing priorities
- Experience with CRM platform(s) or the capacity to learn and use them effectively
- Experience supporting board and committee meetings, including preparing materials, taking notes, and coordinating hybrid meeting logistics

We believe valuable experience comes in many forms. If your background doesn't match every qualification listed, we still encourage you to apply and share how your skills and experience could support our work.

We seek to build an organization that truly embodies the diverse experiences of our South Puget Sound communities. We strongly encourage applications from people of color; immigrant, bilingual, and multicultural individuals; people with disabilities; members of the LGBTQ+ community; and people with other diverse backgrounds and lived experiences.

Location and Schedule

This is a full-time, non-exempt role with a standard schedule of 36 hours per week. Tuesday through Thursday are required in-office days. Remote work on Mondays and Fridays is available and may be considered based on organizational needs and role performance. The office closes at 12:30 pm on Fridays. Occasional morning or evening hours may be required to support events or organizational priorities.

Physical Demands and Working Conditions

The majority of the work is performed in a general office setting, requiring the ability to work at a personal computer for extended periods. Meeting support may involve standing, walking, and moderate lifting.

The working conditions described above are representative of those for an employee to successfully perform this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the primary functions of the role.

Benefits

Health insurance, employer-paid retirement plan after 1 year, paid sick leave, vacation, and holidays.

To Apply:

To apply for this position, please submit your resume and cover letter to admin@tarynmconsulting.com. Please include "Administrative & Operations Coordinator" in the subject line; materials in PDF form are preferred. Priority consideration will be given to applications received by April 10, 2026; the position will remain open until filled.