



JOB OPPORTUNITY

Job Title: Administrative Assistant Intern
Reports To: CEO
Job Location: Seattle
Hours/Schedule: 6-8 hours/week, volunteer-based

JOB DESCRIPTION

Kin on is looking for that special individual interested in having a great opportunity to learn about and engage in non-profit organization and the Asian community. Gain invaluable experiences from the assigned tasks and mentoring advice from the CEO and his Leadership team.

ABOUT KIN ON

Kin On is a non-profit organization rooted in the Asian community for more than 30 years. Kin On's mission is to honors, supports, and advocates for our Asian elders and families in the Puget Sound region by offering culturally and linguistically appropriate health, social, and educational services.

As an award-winning 24/7 skilled-nursing facility, Kin On Rehab and Care Center is dedicated to offering culturally appropriate long-term and short-term transitional care to Asian seniors. Our Community Care Network provides an array of in-home and support services including: Family Caregiver Support, Home Care, Healthy Aging Program and Chronic Care Management Program.

In addressing the unmet needs of the community, Kin On is undergoing a major capital expansion to create an aging-friendly campus to include a Community Center, Assisted Living Facility and Adult Family home (expected completion by Autumn 2018).

GENERAL RESPONSIBILITIES

- Providing administrative support such as organizing meetings and managing schedule conflicts.
- Providing computing support on preparing presentations and maintaining action items status and performance metrics.
- Participating in organizational and strategy meetings as appropriate.
- Developing and learning leadership and management skills from CEO and his leadership team.

QUALIFICATIONS, KNOWLEDGE AND SKILLS

- Proficient in MS Office applications
- Good communication skills
- Attention to detail, organized, follows directions
- Energetic and positive
- Team player
- Able to multitask
- Dependable, able to meet deadlines
- Experience with graphic design software (ie: Publisher, Adobe InDesign) a plus but not required

WEEKLY SCHEDULE: volunteer 6-8 hours, flexible to demands of school work or other advancement opportunities. Minimum commitment is about 3 months (negotiable to the candidate's learning needs).

TO APPLY: Email cover letter, resume and [Volunteer Application Form](#) to Jean Wong, Human Resource Manager at careers@kinon.org

Kin On is an Equal Opportunity Employer. We consider applicants for all positions without regard to race, color, religion, gender, sexual orientation, gender identity and/or expression, creed, national origin, age, disability, genetic information, ancestry, citizenship, marital status, veteran and/or military status or any other legally protected status. No question on this application is used for the purpose of limiting or excusing any applicant's consideration for employment on a basis prohibited by local, state or federal law.