



# KITSAP IMMIGRANT ASSISTANCE CENTER

RIGHTS | RESOURCES | REPRESENTATION

## Client Services & Administrative Coordinator

Bremerton, WA

Department: Admin/Operations

Reports to: Language Justice & Operations Manager

Work Location: In-person

Job Status: Full-time

Job Type: Nonexempt

Amount of Travel Required: 10%

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### Summary

Founded in 2004, the Kitsap Immigrant Assistance Center (KIAC) advances the well-being and power-building of immigrants through education, advocacy, and social justice. We envision a community where all people, regardless of birthplace, have access to justice, respect, and opportunity. KIAC provides free and affordable immigration legal services, family support, tax and business assistance, and advocacy. Our clients come from over 70 countries, speaking more than 60 languages.

The Administrative Assistant plays a key role in ensuring smooth daily operations, supporting nonprofit leadership, and fostering effective communication with clients, partners, and staff. This role combines general administrative tasks with executive support duties for the Executive Director. The ideal candidate is detail-oriented, organized, and committed to the organization's mission.

### Essential Functions

#### Office & Administrative Support

- Manage office supplies, maintain filing systems, and assist with scheduling meetings and events.
- Learn and utilize CLIO, the case management system, to support staff.
- Schedule and coordinate meetings for the Executive Director and Board of Directors.
- Support leadership with scheduling, meeting coordination and adding events to program calendars.
- Prepare meeting agendas, take minutes, and track follow-up items.
- Collaborate with the Operations team to provide onboarding support for staff and volunteers.
- Manage leadership calendars and provide timely reminders.

#### Communication & Client Engagement

- Greet and assist community members, directing them to services as needed. Serve as first point of contact for external inquiries.
- Answer phones, check voicemail, return calls, and respond to emails. Route inquiries to relevant staff members.
- Pick up and distribute mail daily from the Downtown Bremerton post office.

## Data & Record-Keeping

- Maintain accurate records, track expenses, and assist with reporting.
- Work closely with the Operations team to ensure all data is captured accurately and maintain HR and volunteer records, staff directory, and other documentation as needed.

## Event & Volunteer Coordination

- Assist with event planning, logistics, and outreach efforts.
- Support donor and grant management, track contributions, and assist with fundraising.

## Other Responsibilities

- Meet regularly with the Operations team and attend staff meetings.
- Collaborate on organization-wide initiatives, advocacy efforts, and community events that align with the organization's mission.
- Support with interpretation as needed.
- Perform other duties as needed to contribute to the overall success of the organization's mission.

## Required Qualifications

- Fluency in both **English** and **Spanish** (written and spoken).
- Experience in administrative or office roles (nonprofit experience a plus).
- Strong organizational, time-management, and communication skills.
- Excellent written and verbal communication skills.
- Proficiency in Microsoft Office, Google Workspace, and client management systems
- Ability to handle sensitive information with discretion and professionalism.
- **Valid driver's license and reliable transportation.** Must also have vehicle insurance per Washington state law.
- Ability to pass a background and driving record check indicative of the position requirements.
- Commitment to KIAC's mission and values

## Desired Skills

- **Familiarity with Mam (Guatemalan language)** or a basic understanding of Mam, with the ability to communicate key information, is preferred.
- Experience providing **simultaneous and/or consecutive interpretation** in professional or community settings.

## Physical and Emotional Demands

While performing the duties of this job, the employee will be regularly required to be both stationary and mobile; occasionally lift up to 25 lbs; communicate and manage workflows in person, over the computer and via phone; drive a vehicle to additional events.

This position is primarily in-office work. Additional travel in surrounding regions for events may be required occasionally.

## Reasonable Accommodations Statement

To accomplish this job, an individual must be able to perform, with or without reasonable accommodation, each essential function satisfactorily. Reasonable accommodations may be made to help enable qualified individuals with disabilities to perform essential functions.

## Compensation

This is a salaried nonexempt position. The pay range for this position is \$24.10-26.65/hr , depending on experience.

## Benefits

KIAC offers a benefits package with KIAC paying 100% of the medical, dental, and vision plan. Employees are able to add dependents (at cost). Benefits package includes generous paid time off and retirement benefits with a 3% employer match.

## To Apply

[Click here to apply and submit resume, cover letter, and references.](#)

Submit resume, cover letter, and references:

- Cover letter: outline your interest in the position and how your experience qualifies you for this role.
- References: Provide names of three persons not related to you. Include at least one previous or current supervisor. For each person, include name, position title, organization/company, email, phone, relationship to you (e.g. colleague, supervisor).

Applications will be reviewed on a rolling basis until the position is filled.

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We are an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity or expression, pregnancy, age, national origin, disability status, genetic information, protected veteran status, or any other characteristic protected by law.

Reasonable Accommodations Statement: Applicants with disabilities may be entitled to reasonable accommodation under the terms of the Americans with Disabilities Act and certain state or local laws.