



The Bridge Care Center Office Assistant | Job Description

The Bridge Care Center (BCC) is a drop-in center for men and women experiencing homelessness or economic hardship in the Ballard area of Seattle. At our core, the work we do at the BCC is rooted in dignity - we know that all people are valuable and have worth. We see caring for our community as a collaborative effort, where we help bridge connections between our clients and various organizations/services in order to provide sustained support for those struggling and those working to move themselves up and out of homelessness. The BCC at Ballard Commons is a ministry of [Quest Church](#), a faith-based nonprofit.

Quest is a 15 year-old urban, multiethnic and multi-generational church in Seattle striving to be an incarnational presence in a fast changing post-Christian culture. Our purpose is to embody the whole Gospel through our five ministry pillars: the human soul, community, reconciliation, compassion & justice, and global presence. More information can be found at <http://seattlequest.org>.

Summary:

The Office Assistant serves as on-site support during the hours of operation. His/her main tasks involve volunteer management, office management/communications, and direct client support as needed. The Office Assistant is also trained in all general aspects of the BCC, and so provides critical administrative support for the Director.

Office-Related Responsibilities:

- Maintain Salesforce software, including entering new client information and resources.
- Input clothing tally sheets into Salesforce and add new tally sheets to binders.
- Track inventory and email Joanie with needs.
- Update backpack/sleeping bag lists monthly.
- Check voicemail, refer as needed to Director.
- Help keep client resource boards updated and stocked.
- Clean/organize office, resources, staff space.
- Update wall calendar in office.
- Provide CCB forms to Quest Office Admin for special events, etc., as needed.
- Contribute to the quarterly Glocal newsletter.
- Help create publications as needed representing the BCC to the broader church and community.
- Provide logistical support to ongoing drives as needed.
- Document all donations and have email list or other method of reaching donors.

Volunteer-Related Responsibilities:

- Create and send out volunteer schedule two weeks before the new month.
- Adjust schedule as needed, working with Director to cover shifts.
- Update and maintain events and volunteer information within CCB.
- Train volunteers on-site and serve as primary resource.
- Assign positions and tasks to volunteers as needed.
- Encourage, equip, and provide care for volunteers as needed.

Client-Related Responsibilities:

- Provide clients with information and services, such as:
 - Signing up for case management appointments
 - Explaining procedures/resources at the BCC
 - Help with checking email and facebook on client computers.
- Help maintain presence during open hours, encourage people, increase safety.



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Church/Community-Related Responsibilities:

- Attend BCC staff meetings once per month.
- Check-In with Director once per month.
- Attend community meetings, training events, conferences, and personal development, as time and capacity allow.
- Periodically be available to help at extra BCC events (Thanksgiving, Bridge Loves Ballard, etc.,) outside of open hours as time and capacity allow.

Hours, Compensation and Benefits

- Part-Time: 10hrs/wk
- Compensation: TBD
- Other Benefits: TBD

Application Information: Position open until filled. Please email cover letter, resume and at least three references to info@seattlequest.org. Start date: July 1, 2017

Contact Information

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Quest Church
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