



Bellevue LifeSpring
Human Services Administrator (Family Services)
Bilingual - Spanish and English Required
\$26.50/hour DOE

Bellevue LifeSpring is looking for a caring, compassionate, organized individual who is collaborative and likes to work with a team. If you have a passion for serving others, helping improve the lives of children in need and know that you are making an impact on your community, you will fit right in here.

Bellevue LifeSpring's programs provide emergency rental assistance, clothing, food, educational scholarships, and holiday support to children and families living in poverty. In this rewarding and diverse role, your primary responsibility is to work directly with families for intakes, coordinate programs, and assist with managing the Human Services budget.

We need a detail-oriented person that can maintain proper documentation and track program costs to ensure programs follow our budget. You need to perform data entry using a client database and Excel spreadsheets to ensure we are properly and accurately recording our service delivery.

We have a motivated and fun team. You will never be bored! As one of the members of a close-knit team, each day will present new challenges, and your individual input will be valued and appreciated.

Preferred Qualifications

- Spanish speaking fluency (written also preferred)
- Ability to multi-task and juggle multiple projects
- Bachelor's degree in social services related field and/or equivalent experience
- Excellent phone, written, and verbal communication skills
- Strong administrative skills, including data entry and proficiency with Word and Excel
- Ability to work independently and as part of a team
- Ability to lift up to 30-40 lbs
- Reliable transportation and proof of insurance are required (mileage reimbursement provided)

What We Offer

- Full-time, hourly Position with eligibility for overtime during events
- \$26.50/hour DOE
- Health and dental benefits, nine paid holidays, 19 days of accrued PTO

About Us

Bellevue LifeSpring provides support for children living in poverty in Bellevue with food, clothing, educational scholarships, and emergency assistance. We are managed by a 15-member Board of Directors and supported by hundreds of energetic and committed volunteers. You will be one of two members of the Human Services team. We also have four members of the Development and Communications team and an accountant.

Sound interesting? To apply to join our team, submit a cover letter and resume to Elaine Hayden at Accounting@BellevueLifeSpring.org.