



Bellevue LifeSpring

Human Services Administrator (Family Services) – 2 Positions Available

1 Position Bilingual - Spanish and English Required

1 Position Non-Bilingual - English Required

\$26.00-\$28.00/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, summer school scholarships, and holiday support to low-income children and families. In this rewarding and diverse role, your primary responsibility is to work directly with families to administer our programs of support including performing intake sessions, coordinating program delivery and providing emergency rent assistance payments.

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

- 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 arrive at meetings and events at various Bellevue locations, on time and prepared to work
- Occasional evening weekday hours are required for educational workshops.
- Work on a few Saturdays is required for special events.

What We Offer

- Remote work 2-3 days/week.
- Full-time, hourly position with eligibility for overtime during events
- \$26.00-\$28.00/hour DOE
- Health, dental and vision benefits at no cost
- 10 paid holidays, 19 days of accrued PTO/sick leave

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 an 18-member Board of Directors and supported by hundreds of energetic and committed volunteers. You will be one of four members of the Human Services team. We also have four members of the Development and Communications team and an accountant.

Bellevue LifeSpring is committed to a diverse and inclusive workplace. Bellevue LifeSpring is an equal opportunity employer and does not discriminate on the basis of race, national origin, gender, gender identity, sexual orientation, protected veteran status, disability, age, or other legally protected status. For individuals with disabilities who would like to request a reasonable accommodation, please email Info@BellevueLifeSpring.org.

Sound interesting? To apply to join our team submit a cover letter and resume to Neal@BellevueLifeSpring.org.