



Bellevue LifeSpring
Human Services Assistant
Full-Time Position Available
Bilingual - Spanish and English Required
\$22.00-\$24.00/hour DOE

Bellevue LifeSpring is looking for a detail-oriented, organized individual who is collaborative and likes to work with a team. Must be passionate about our mission to support children in need in the Bellevue community, able to stay calm under pressure and enjoy working with a wide range of personality types.

The Human Services Assistant is the first point of contact for families we support. 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. You will report to the Programs Director and work closely with three Human Services Administrators in addition to the Bellevue LifeSpring team.

Your responsibilities will include managing applications for rent support to ensure eligibility, reviewing application documents for completeness, tracking applications, performing data entry, running reports and referring applications to a Human Services Administrator. You will also work at the Bellevue Family Hub Resource Center at Highland Middle School a minimum of two days a week greeting families and checking them in for assistance. If you enjoy working in a fast-paced environment and like multi-tasking and diverse projects, you'll fit right in with our team. We are motivated and like to have fun.

Preferred Qualifications

- 2-4 years of experience of increasing responsibility in operations, administrative or office management
- High level of proficiency with MS Office suite and Excel.
- Ability to adopt and use new technology tools (i.e. Smartsheet, Zoom, etc.)
- Excellent customer service skills including phone, written and verbal communication skills in English and Spanish
- Exceptional organizational skills, attention to detail, ability to prioritize and manage multiple projects simultaneously
- Demonstrated customer service mentality and ability to maintain composure under pressure
- Ability to work independently and as part of a team
- Speaking and writing fluently in Spanish is a requirement
- Ability to arrive to meetings and events at various Bellevue locations, on time and prepared to work
- Ability 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
- \$22.00-\$24.00/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.

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.