



The **Fall City Metropolitan Park District** is seeking a motivated and organized individual to join their team as a Part-Time Office Administrator. This remote position, based in the Snoqualmie Valley Area of Fall City, Washington, involves ensuring the smooth operation of the office through various administrative and clerical tasks. The Park District, a special district within King County, focuses on developing natural spaces for community use and is overseen by five elected Commissioners.

The Office Administrator will work primarily from home, with optional in-person or Zoom monthly meetings and occasional in-person community-related activities. Key responsibilities include managing emails and office supplies, scheduling and coordinating meetings, processing vouchers, maintaining records and databases, handling the yearly Levy process, completing the WA State Audit, and supporting the team with various administrative tasks. The role also requires strong community relation skills due to frequent interactions with the Fall City community and King County staff.

Candidates should have a high school diploma or equivalent, proven experience in office administration, proficiency in MS Office and office equipment, excellent organizational and multitasking abilities, strong communication and interpersonal skills, and the ability to work independently and as part of a team. Financial skills, including basic bookkeeping, budget preparation, and experience with financial software like QuickBooks or Xero, are also required.

The position offers a flexible 15-hour work week, a competitive hourly wage, and the opportunity to work in a supportive and friendly environment. Interested candidates should submit their resume and cover letter to Tanya Alter at tanya.alter@fallcityparks.org by February 28th.