



## JOB ANNOUNCEMENT

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- Job Title:** Workstudy – Administrative Assistant
- Department:** Administration
- Summary:** Under the supervision of the Office Manager, the Administrative Assistant would work to implement administrative goals of an organization that responds to the needs of a growing population of persons infected with (and affected by) HIV/AIDS.
- Core Responsibilities:**
- Answer a 12-line telephone system;
  - Greet clients and visitors to the organization;
  - Assist with incoming and outgoing mail;
  - Provide general data entry support;
  - Assist in maintaining the Essential Needs Bank program;
  - Assist with special event projects; and,
  - Other duties as assigned.
- Qualifications:**
- Required
- Must be comfortable working with people of diverse backgrounds, sexual orientations, HIV status, and socioeconomic status;
  - Ability to work on numerous projects concurrently;
  - Ability to work well under pressure and independently;
  - Detail-oriented with a high level of accuracy;
  - Ability to develop and maintain effective, collaborative working relationships with volunteers, clients, and staff;
  - Possess an understanding of professional boundaries;
  - Ability to respond quickly to change;
  - Ability to work independently;
  - Possess computer competency in Microsoft Office products; and,
  - Have reliable transportation.
- Desired
- Possess a vehicle for occasional off-site errands; and,
  - Possess a valid driver's license and proof of insurance.
- Learning Objectives:** The goal of PCAF's Community Service Work-Study Program is to provide students with a meaningful service and learning experience relevant to their interests while supporting and enhancing the agency's mission to: prevent HIV infection, assist persons affected by HIV/AIDS, address related health problems, and combat associated stigma and discrimination.
- This position will afford the workstudy student an opportunity to develop skills in areas such as: computer support, software and hardware administration, equipment repair, and project development with regard to technology assessments.

**Salary:** \$9.00 per hour; 15 to 19 hours per week during school, and up to 40 hours per week during the summer months.

**Other Information:** Pierce County AIDS Foundation (PCAF) is committed to increasing the diversity of its staff and to strengthening sensitivity throughout the organization. PCAF is an equal opportunity employer and service provider and does not discriminate on the basis of ethnic origin, color, gender, marital status, sexual orientation, political affiliation, age, creed, religion, veteran status, ancestry, national origin, or the presence of any sensory or physical disability, including HIV status.

Additionally, candidates for employment at Pierce County AIDS Foundation should be aware that this is a unique work environment in which topics of sexuality and sexual orientation are an integral part of our everyday prevention and care work, and are often discussed openly. Individuals who are uncomfortable with such topics, discussions and the occasional related graphic representations may choose not to work at Pierce County AIDS Foundation.

**Application Process:** Send a cover letter, resume and completed application to:

Margie Abels  
Pierce County AIDS Foundation  
625 Commerce, Suite 10  
Tacoma, WA 98402

[margieabels@piercecounyaids.org](mailto:margieabels@piercecounyaids.org)

TEL—(253) 383-2565

FAX—(253) 597-6682

**Closing Date:** Open until filled.