



Building Healthier *Communities*

2031 Hospital Drive
Sedro-Woolley, WA 98284

Are you looking for a position that makes a difference in the community? We currently have an opportunity for a passionate and motivated Administrative Assistant. This position directly supports our goal of providing continuous prevention and wellness programming to meet needs in Skagit County and beyond.

United General District 304 is committed to improving the health and quality of life for the residents of the communities we serve. We focus our work along six pillars of wellbeing: Active Living, Community Professional Education, Engaged Youth & Communities, Healthy Eating, Thriving Children & Families, and Stewarding Assets and Opportunities. Our programs, staff, and volunteers seek to uphold our core values of compassion, collaboration, innovation, equity, and excellence. Learn more about how we are building healthier communities at www.UnitedGeneral.org.

ADMINISTRATIVE ASSISTANT – BILINGUAL (ENGLISH/SPANISH)

Pay Rate: \$22.00 – \$30.00 per hour (DOE)

FTE: 1.0 (40 hours per week)

Exempt Classification: Non- Exempt

Posted: 07/07/2026

Posting Closes: Open until filled

Job Overview:

The Administrative Assistant provides administrative support to staff across a variety of innovative community health programs, helping ensure efficient daily operations. This role creates a welcoming and professional environment for visitors, clients, and community partners while coordinating administrative tasks, maintaining organized records, and supporting the smooth delivery of program services.

Responsibilities and Duties:

- Act as a primary point of contact for incoming phone calls, visitors, and clients.
- Welcome and direct District community partners, clients, and visitors.
- Perform clerical and office support tasks such as ordering supplies, preparing educational packets, and assisting with IT equipment check-out.
- Maintain lobby and shared spaces to ensure a welcoming, safe, and sanitary environment.
- Assist with logistical coordination and set-up for meetings, trainings, and outreach events.
- Process purchasing requisitions and prepare proper documentation
- Conduct preliminary client interviews for intake services and screen applicants for income eligibility and other program eligibility factors.
- Schedule and confirm appointments; make reminder/no-show calls.
- Provide orientation to new families, including use of program tools (app, websites, and printed materials).
- Document required information into various reporting systems.
- Coordinate client care with appropriate referrals and maintain confidentiality of all sensitive information.
- Facilitate the flow of appointment schedules for key program staff and track appointment schedules
- Assist with translations/interpretation services (English/Spanish)
- Other duties that help drive our mission and abide by our organization's core values.

Qualifications:

- High School Diploma, some college preferred.
- Bilingual (English/Spanish) required.
- Strong knowledge and skill using MS Office Suite, Outlook, Internet, and social media platforms.
- Excellent organizational skills and close attention to detail.
- Present a welcoming and inviting demeanor to program clients, visitors, and District partners
- Ability to manage multiple tasks and priorities with a positive attitude and resourcefulness.
- Self-starter who shows initiative, can work well independently and in a team setting.
- Strong communication skills and ability to work effectively with a wide range of community members.
- Ability to remain flexible and compassionate when serving walk-ins.
- Concern for and understanding of community resources and the needs of economically disadvantaged families.
- Experience in office environments is preferred.

Work Conditions:

- General office environment
- Standard office hours are generally between 8:00 a.m. to 5:00 p.m.
- Performing duties and attending events off-site during the evening and on weekends occurs occasionally and is required.

Required Physical Abilities:

- Must be physically able to sit for extended periods of time, up to 8 hours per day.
- Must be able to bend, stoop, reach, stand, and/or move from one area of the building to another on a regular basis.
- Physical dexterity needed to operate a computer keyboard and handle paper documents.
- May be required to lift up to 25 pounds on occasion.

We offer competitive compensation and benefits, which include medical, dental, and vision insurance, generous PTO accrual, sick leave, Voya deferred compensation/pension plans, life insurance, long-term disability, short-term disability, employee assistance program, and free membership to our fitness center.

TO APPLY:

Apply via our posting on www.Indeed.com and please include a cover letter with your resume.

For questions, contact hr@unitedgeneral.org. We look forward to hearing from you!

The above statements are intended to describe the general nature and level of work being performed by persons assigned to this position. They are not intended to be an exhaustive list of all associated responsibilities, skills, efforts, or working conditions. United General District 304, reserves the right to change, amend, add, delete, and otherwise assign any and all duties, responsibilities, and position titles as it deems necessary to meet the needs of the business.