

Administrative & Program Assistant

Supports:

- Program Director
- Communications & Outreach Director
- LIH&W Board

Organization: Lummi Island Health & Wellness (LIH&W)

Status: Part-time, Independent Contractor

Position Summary

Lummi Island Health & Wellness (LIH&W) is seeking an organized, tech-savvy Administrative & Program Assistant to help support the people and programs that contribute to a healthy, connected island community.

Supporting the Program Director (PD) and Communications & Outreach Director (COD), this position helps keep information flowing, projects moving forward, and daily operations running smoothly. Responsibilities include administrative support, communications assistance, volunteer coordination and support, and serving as a welcoming point of contact for community members.

The ideal candidate enjoys both people and process—someone who is comfortable with technology, attentive to details, and takes pride in helping things run smoothly behind the scenes.

This role provides the administrative and operational support needed to keep LIH&W programs and services running efficiently and effectively.

Key Responsibilities

Administrative & Office Support

- Manage online calendars for classes, meetings, and special events
- Maintain organized filing systems (primarily digital, with some physical records) for program documentation and communications
- Support grant tracking, data entry, and reporting tasks as needed
- Assist class instructors with administrative follow-up and coordination needs
- Monitor and manage Resource Center office supplies

Reception & Customer Service

- Serve as a welcoming first point of contact for inquiries (in-person, phone, and email)
- Provide friendly, professional assistance to island residents, partners, volunteers, and service providers
- Direct inquiries to the appropriate staff member or Board representative

Operations, Programs, and Communications Support

- Provide administrative support for community outreach events, workshops, and wellness programs
- Maintain and update contact lists for residents, partners, volunteers, and donors
- Track attendance, feedback, and participation data for programs and events
- Update and maintain programs and events Google calendar

Board and Director Support

- Assist the Board and Directors with meeting coordination, scheduling, and administrative follow-up as needed

Health & Wellness Classes

- Coordinate class logistics, attendance tracking, materials, and instructor support as needed

Qualifications & Skills

Required

- Proven administrative experience (nonprofit or small office setting preferred)
- Strong attention to detail and accuracy
- Excellent written and verbal communication skills
- Comfortable using digital tools and software, including Google Workspace and Microsoft Office
- Ability to manage multiple priorities, work independently, and meet deadlines
- Positive, can-do approach and a willingness to pitch in where needed
- Strong problem-solving skills and the ability to work through challenges independently
- Comfortable working in a growing organization where priorities evolve, opportunities emerge, and team members support one another
- Friendly, approachable, and professional in working with community members of all ages

Nice to Have

- Experience with scheduling platforms, social media, email marketing, and/or data tracking tools
- Familiarity with the Lummi Island community and its residents

Compensation & Hours

- Part-time, estimated 15 hours per week on site (M-F), with schedule flexibility based on organizational needs
- Independent Contractor role; no employee benefits provided
- \$25 per hour

About Lummi Island Health & Wellness (LIH&W)

Our mission is to create a system of health and wellness resources that help Lummi Island residents of all ages be more resilient in coping with life's changes and challenges. Through

programs such as the Telehealth & Resource Center, Foot Care Services, Wellness Classes, and Home Modifications, we partner with local and regional providers to ensure accessible, community-driven health and wellness resources for island residents.