



AGENCY MISSION: Eliminating racism & sexism to advance the political, social & economic status of all women and girls. Our vision is a world where all people are valued, live free from oppression and thrive in a just society.

The Economic Empowerment Program (EEP) is a non-traditional, holistic gender responsive workforce development program. The training you will receive is trauma informed and centered on empowerment, healing, and community care.

ESSENTIAL FUNCTIONS: The Administrative Track will prepare you to manage general business operations:

- ◆ Manage the front office & volunteer staff and screen/route agency calls
- ◆ Greet the public and direct clients to appropriate resources
- ◆ Provide receipts and complete paperwork for donations
- ◆ Complete data entry using organizations data systems such as Compass 360 and QuickBooks
- ◆ Inventory office supplies and process mail
- ◆ Typing correspondence (letters and emails)
- ◆ Faxing and filing documents
- ◆ Facility (Kearney House) maintenance
- ◆ Set appointments for Kathleen’s Closet
- ◆ Management of small events (such as open houses, holiday home tours, etc.)
- ◆ Supporting accounts payable and accounts receivable
- ◆ Developing and overseeing office systems
- ◆ Participating in donor stewardship & relation activities

<u>Skills Level</u>	<u>Administration Track</u>
ENTRY level skills will focus on...	Task Management Open/Close Procedures Office Skills Data Entry Facilities
INTERMEDIATE level skills will focus on...	Executive Support Project Management Data Management-Compass/QuickBooks Bookkeeping Grant Writing

Completion of this training will qualify you for in-demand jobs as: front line supervisors of office and administrative support workers, administrative assistants, receptionists and information clerks, social and human services assistants, teller, and/or retail sales

YWCA Olympia is an Eligible Training Provider. **Women’s Economic Empowerment Program information is available on the WA CareerBridge website at:**

[http://www.careerbridge.wa.gov/Detail\\_Program.aspx?program=13427](http://www.careerbridge.wa.gov/Detail_Program.aspx?program=13427)

To Register:

Online: <http://www.ywcaofolympia.org/program/economic-empowerment-program>

In Person: 220 Union Ave SE Olympia, WA 98503

Email: Tatomya Wimbish, [twimbish@ywcaofolympia.org](mailto:twimbish@ywcaofolympia.org)

*YWCA Olympia is actively recruiting persons from various ethnic and cultural backgrounds to enhance service to our diverse communities. Diverse and bilingual candidates are encouraged to apply. YWCA Olympia is an Equal Opportunity Employer, Program, Volunteer Opportunity & Internship Provider.*