



Position: Administrative Assistant

Posted: 01/23/2026

Whatcom Community Foundation

The Whatcom Community Foundation's vision is that **everyone who lives here thrives**. Like all the 1,000+ community foundations across North America, the Whatcom Community Foundation is a charitable organization created through gifts from people who care about a particular place. Anyone can contribute any amount of money to a community foundation, which pools and builds assets to meet local needs. **Since 1996, the Whatcom Community Foundation has invested more than \$85 million in all corners of Whatcom County.**

By embracing and upholding our values, the Community Foundation creates a ripple effect of positive change. These guiding principles—curiosity, relationships, diversity, equity, stewardship, inclusion, creativity, and courage—shape our thinking, decisions, and actions, driving our commitment to making a lasting impact.

Job Title: Administrative Assistant I

Compensation: \$60,000-\$64,000 annually

Work Schedule: Full time, 40+ hours per week, Monday-Friday, may include some evening and weekend work

Job Summary

As our Administrative Assistant, you would be responsible for supporting the efficient day-to-day operations of the organization by providing comprehensive administrative and clerical assistance to the executive staff and the Board of Directors. This position reports to the Chief of Staff.

- **Administrative Support** - Provide administrative support to the CEO, including managing the calendar, preparing reports and presentations, and handling internal communications.
- **Board Support** - Coordinate and manage board meetings, including scheduling, preparing materials, and maintaining records.
- **Office Management** - Oversee office management, ensuring a safe and efficient environment, and managing the WCF calendar and office access.
- **Philanthropic Services** - Assist the Philanthropy Team with program planning, outreach efforts, and stewardship activities, including mailings and data entry.

Benefits:

- Medical, vision, dental
- 20 vacation days
- 11 holidays
- Sick leave
- 401(k) retirement benefit, featuring a 10% employer contribution regardless of employee contribution after six months of employment and full vesting after one year of full-time employment
- Hybrid work may be possible after six months of employment. Potential of 1-2 non-office days a week, based on the needs of the organization.
- Employment that counts towards eligibility for [Public Service Loan Forgiveness](#)

Requirements

- **Committed:** to the mission, vision and work of Whatcom Community Foundation and courageous enough to join us in constructively striving to be a better neighbor and partner
- **Attention to Detail:** 3+years or more of successful executive or senior staff administrative support
- **Proactive & Self-Driven:** be able to work independently and on established timelines
- **Equity:** be able to center our shared commitment to justice, equity, diversity and inclusion (JEDI) in all aspects of the work and seek opportunities to foster inclusivity and belonging
- **Adaptability:** must have the ability to be flexible and successful within a changing environment and with evolving demands
- **Ambassadorial:** be able to establish effective working relationships in a multi-cultural, multi-ethnic environment and interact positively with a diverse range of people.
- **Highly Collaborative:** philanthropy is a team sport, and we value flexible, adaptable, kind people who can play many roles
- **Professionalism:** be able to maintain a high level of professionalism in all interactions and duties, including maintain internal and external confidentiality
- **Proficient:** Competency in current computer technology, high proficiency with Microsoft products preferred; ability to quickly learn Community Suite (CRM database)

Equal Opportunity Employer

The Whatcom Community Foundation is committed to the principles of equal employment opportunity and compliance with all federal, state, and local laws concerning employment discrimination, including the Americans with Disabilities Act. To this end, the Community Foundation ensures equal opportunity to all employees and applicants regardless of race, sex, color, age, sexual orientation, national or ethnic origin, religion, marital or parental status, gender identity or gender expression, disability, military service, genetic (e.g. health) information, or obesity.

To Apply

Please submit your application using this [online form](#). We will begin reaching out to the most qualified applicants the week of February 23rd to scheduled initial screening interviews.

The position will remain open until filled. If you have any questions about the position or the application process, please contact kelsey@whatcomcf.org