

## Seattle Waldorf School Seeks an Advancement Assistant

Part-Time Position, Starting August 2019

### About the Position

Seattle Waldorf School is now accepting applications for a highly organized individual to assist the Development and Admission Offices for the 2019–20 school year. The work will include processing admission inquiries and applications, assisting with fundraising activities, supporting advancement activities and community events, working with families and volunteers, data entry, and providing some front desk coverage. A detail-oriented person with a professional demeanor and interest in learning about the field of educational advancement is an ideal candidate. Excellent communication skills are essential. Comfort with database systems and Microsoft Office products are a must. Senior Systems experience is a plus. Bachelor's degree and some familiarity with Waldorf education preferred.

### About SWS

Founded in 1980, Seattle Waldorf School is a Washington State approved school serving approximately 400 students in programs from preschool through grade 12. The school is a full member of the Association of Waldorf Schools of North America (AWSNA), an accredited school of the Northwest Association of Independent Schools (NWAIS), and a member of the Washington Federation of Independent Schools (WFIS).

Our wooded grade school campus in north Seattle offers students an intimate setting to learn and grow, while the high school is located in the vibrant Magnuson Park complex. For more information about Seattle Waldorf School, please visit our website at [seattlewaldorf.org](http://seattlewaldorf.org).

### Compensation

This half-time position operates on a school year schedule (condensed into approximately 10 months). This is a salaried position that is benefits-eligible.

### To Apply

Interested candidates should respond immediately by email with a letter of interest, resume, and employment application, available on the school website at: [seattlewaldorf.org/SWS\\_Employment\\_Form.pdf](http://seattlewaldorf.org/SWS_Employment_Form.pdf).

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