

## **FINANCIAL AND ADMINISTRATIVE ASSISTANT (Part time)**

Nepal Seattle Society

Partnering For Vaccine Equity (PAVE YR2) Project titled *“Using Nepali Elder-guided Youth Voice to Improve Vaccine Coverage in the Nepali Communities in the Pacific*

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**Priority Application Date:** May 20, 2022

**Duration:** **May 2022** - April 2023

**Compensation:** \$22 per hour (10 hours per week)

### **ABOUT THE ORGANIZATION**

Nepal Seattle Society (NSS) is a non-profitable, non-political and secular organization registered on October 6, 2000 with the Washington Secretary of State.

### **NSS MISSION**

The mission of NSS is to unite all people of Nepali origin in the State of Washington, to preserve and promote Nepali culture, and to foster relations with friends of Nepal.

### **NSS GOALS**

The objective of this organization is to be operated exclusively for charitable, educational and cultural purposes within the meaning of section 501(c)(3) of the Internal Revenue Code, including, for such purposes:

- To promote and preserve Nepali culture and tradition.
- To bridge the cultural gap between generations in Nepali community.
- To develop mutual cooperation among Nepali population in Washington state and friends of Nepal.
- To promote educational and social activities to benefit the local Nepali community.
- To create a network among Nepali organizations in neighboring states.
- To help Nepali people during natural disasters including pandemics.

### **ABOUT THE PROGRAM**

#### ***Partnering For Vaccine Equity (PAVE YR2)***

With the support of the Centers for Disease Control and Prevention Foundation (CDCF) and under Partnering For Vaccine Equity initiative (P4VE), NSS will be continuing the project “Using Nepali Elder-guided Youth Voice to Improve Vaccine Coverage in the Nepali Communities in the Pacific Northwest” to the second year. The duration of the project is one year from May 01, 2022 through April 29, 2023. Through this project, we aim to increase equitable vaccine coverage among Nepali communities in the Pacific Northwest. Our Project goals and activities align with the following CDCF’s Principles:

1. Authentic community inclusion, engagement and partnerships in prioritizing and accomplishing work
2. Build vibrant, healthy, resilient and prosperous communities where everyone can live their healthiest lives and contribute to the wellbeing of their families and communities.

### 3. Promote the building blocks of individual and community health.

Our P4VE Year-2 initiative will continue to apply the social determinants of health and health equity approach. We will continue to work on our project's primary goal which is to promote access to influenza and COVID-19 vaccines by promoting confidence in the Nepali community through culturally-appropriate messages using social media platforms, educational material and partnerships with other CBOs. Our key objectives are as follows:

- Community mobilization and engagement
- Culturally-relevant content development and dissemination
- Establish a database Nepali-speaking population in Washington and identify health needs.
- Partnership with other community-based organizations and public health departments

### **POSITION**

We have an excellent opportunity for the position of a Financial and Administrative Assistant for our "Using Nepali Elder-guided Youth Voice to Improve Vaccine Coverage in the Nepali Communities in the Pacific Northwest, Year 2" project, hereby referred to as NEYPVAL-2, funded by the CDCF foundation. The Assistant will primarily assist the Project Manager, the NSS Treasurer and the NSS Financial Committee as well as assist the Project's Public Health Officer and Communication Officer. The assistant will be responsible for making sure that the Project team's administrative needs are met, financial recording, equipment and supplies purchase orders, expenses for venue rentals for training and town hall meetings, booths, stipend and travel reimbursements are made on time and uptodate.

### **SUMMARY OF DUTIES**

- Become familiar with NSS financial record keeping and auditing requirements to assist the Project Manager and the NSS Treasurer
- Assist with purchasing supplies and equipment, renting venues for training and Town Hall meetings, making travel arrangements, tracking and managing receipts and expenses for various Project activities including Contract payments and training and Advisory Board reimbursements
- Assist with data entry into the NSS financial database system to ensure accurate data transmission to billing system
- Serve as the point person to coordinate communication between NSS Finance team and the Project team
- Provide logistic support to daily operations, including updating administrative/operational documents, managing communications logistics such as social media, telephone, websites, emails etc.
- Schedule meetings, take notes, and perform follow-ups
- Assist with maintaining timelines for multiple projects and performing follow-up
- Professionally format, and maintain file organization for documents in NSS Google Drive
- Make and manage travel arrangements for the Project

- Support in Nepali community demographic and public health data collection, entry and management of data collection and others as needed
- Occasionally assist on site during training and communication campaign events, assist with community engagement and participant recruitment for training and data collection
- Perform additional duties as required by the NSS Board

#### **MINIMUM QUALIFICATIONS**

- Commitment to our project goals
- Proficient in Nepali and English languages
- Associate Degree or higher and one year of relevant experience
- Experience with safely and appropriately handling confidential information related to financial management, individual's data and official documents
- Demonstrated competency in using Microsoft suits including Word, Excel, Powerpoint
- Competent to learn Google Suits including Google Sheets, Google Docs Interested to learn to use Asana and other program management tools
- Knowledge and experience with Microsoft Office 365, data entry, website updating, Google Drive, Zoom
- Good written and verbal communication skills
- Able to follow directions/instruction accurately and complete tasks on time and follow through
- Quick learner who takes initiatives, works independently and is a reliable team member
- Detail-oriented perseverant multi-tasker with customer service experiences who can build rapport easily
- Willing to learn new skills and systems, to collaborate in other areas
- Have flexibility, organizational and management skills with the ability to prioritize competing responsibilities
- Access to a laptop and mobile phone

#### **PREFERRED QUALIFICATIONS**

- Prior experience working with Community-based Organizations or Non Profit Organizations
- Prior experience in conducting research and evaluation
- Interest in community health and public health promotion and prevention.

**COMPENSATION:** \$22/hour (average 10 hours per week)

**TERM:** May 01, 2022 - April 29, 2023

**WORK LOCATION:** Remote. Some travel Required

**TO APPLY**

Email resume and cover letter highlighting your qualifications and demonstrated commitment to health equity for Nepali Community to [health@nepalseattle.org](mailto:health@nepalseattle.org) to be considered for the position.