



Vacancy Announcement – Administrative Assistant

About the Vancouver Education Association

Vancouver Education Association (VEA) is the labor union that represents about 1,500 teachers and other certificated instructional employees of Vancouver Public Schools. VEA is affiliated with the Washington Education Association and the National Education Association.

Job Summary

The Administrative Assistant supports VEA's mission by performing a variety of office management, accounting/bookkeeping, and other clerical functions. The position works closely with VEA's President and Executive Director under the general direction of the VEA Executive Board. This is a predominately in-person position. Most duties are performed within the standard workday, but periodic evening and occasional weekend attendance is required.

General Responsibilities

- Act as VEA's "front desk" representative: greet visitors, respond to simple inquiries, and route phone calls, physical/electronic mail, and other communications appropriately.
- Handle checks, reconciliations, deposits, and other VEA financial records.
- Maintain general ledger, equipment inventory, and lease and insurance agreements.
- Process new authorizations for VEA membership and WEA Political Action Committee (WEAPAC) contributions.
- Prepare reports regarding VEA and WEAPAC contributions and records.
- Interface with representatives of the Vancouver Public Schools' payroll department and the Washington Education Association.
- Support completion of Public Disclosure Commission, audit, regulatory, and tax filings.
- Provide logistical support for VEA trainings, meetings, and social and other events.
- Assist in preparing meeting agendas/minutes, operating budgets, and financial reports.
- Work with the VEA Executive Director to maintain an orderly office environment.
- Manage VEA's website, mass e-mail/text platforms, and social media accounts.
- Attend meetings of the VEA Executive Board, Representative Council, and other committees or bodies as necessary.

Minimum Skills and Qualifications

- At least two years of experience in an administrative support position (e.g., bookkeeping, accounting, or other clerical support) involving advanced record keeping and/or knowledge of accepted accounting practices and procedures.
- Associate's degree.
- Strong English-language oral and written communication skills.

- Competence with Microsoft 365 (including Word, Excel, and Outlook), Google Docs, and QuickBooks or comparable accounting software.
- Experience interfacing with members, clients, or customers in high-stakes and/or emotionally charged situations.
- Demonstrated history or experience working with communities of color or other historically marginalized groups.
- Ability to maintain confidentiality of sensitive information.
- Ability to work independently and as part of a team.
- Ability to organize and prioritize work without close direction.
- Ability to manage multiple projects and deadlines simultaneously.
- Attention to detail.

Preferred Skills and Qualifications

- A Bachelor's (or higher) degree or significant post-secondary coursework related to accounting, bookkeeping, or office management.
- Prior work experience in public education or a labor union.
- Prior work experience maintaining financial records for a non-profit organization.
- Strong Spanish, Russian, Ukrainian, or Vietnamese-language oral and written communication skills.
- Prior experience managing a website, mass e-mail/text communications, or social media accounts for a large organization.

Benefits and Compensation

- Hourly rate ranges from \$40.96 to \$56.25, commensurate with skills and experience.
- Employer-paid medical, dental, vision, life/AD&D, and long-term disability insurance.
- Generous employer contribution to retirement plans (401(k) and 457(b)).
- Generous leave policies.
- Relocation assistance.
- Position is part of the Vancouver United Staff Association bargaining unit.

Application

- Please [complete an application form](#) and submit a cover letter, résumé, and three professional references via e-mail with the subject line "Vacancy Announcement – Administrative Assistant" to Graham Picklesimer at gpicklesimer@washingtonea.org.
- The application period for this position will end on February 20, 2026, at 6:00pm PST.
- The anticipated start date for this position is May 1, 2026.