



Look, Listen + Learn TV
100 Andover Park West
Suite 150-121
Tukwila, WA 98199

Connect
info@looklistenandlearn.org
looklistenandlearn.org
bio.link/looklistenandlearntv

Look, Listen + Learn TV Administrative Lead Consultant Description

Details

Position Information

- Contract position: Up to 20 hrs. /week
- This is a flexible, remote, independent contractor position
- Local candidates only due to light travel for meetings, applicants residing outside of King, Pierce, or Snohomish counties will not be considered
- Compensation: \$20 - \$23 /hour, depending on experience
- Position begins: Immediately
- LL+L encourages people of color and those who are committed to forwarding racial justice to apply.

Position closes: February 23, 2024 at 5PM

- **How to apply:** Send a resume and cover letter to recruitment@looklistenandlearn.org with "Admin Lead" in the subject line. **If you wish to be considered for this position, you must send both a resume and a cover letter directly via email.**

The Organization

Look Listen and Learn (LL+L) is a nonprofit media organization that creates programming that inspires and advances early learning. We feature the brilliance of Black, Indigenous children, families, and educators of color for everyone to experience. The content is anchored in research about what works best to promote school readiness, success, racial and radical joy. We exist at the intersection of art, science, and media to foster early learning. Our work supports social-emotional skills and nurtures healthy interactions that encourage school readiness for 3 to 8-year-olds. We produce an award-winning television series called Look, Listen + Learn (LL+L). In the loving tradition of Mr. Rogers, we invite young children to explore books, music, cooking, and more with co-hosts Possum and Auntie Lena.

The Position

Provide administrative support with attention to detail to ensure the organization is thriving at a professional and productive level. In this position, you will be responsible for a variety of administrative duties, such as updating Monday.com, database management, managing donor information, and taking notes. The position is primarily remote, with periodic in-person check-ins and weekly post office box runs for mail. In addition to working collaboratively with others, the ideal candidate should be independent, efficient, trustworthy, and accountable to deliverables and deadlines.



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Duties

- Management and maintenance of Monday.com project management platform
- Data entry and maintenance of donation information portals
- Assist in ongoing Development tasks including thank you notes and donor tracking
- Post Office box pickup and mail distribution (Tukwila)
- Manage general email inbox and direct accordingly
- Attend bi-weekly Core Team meetings (virtually)
- Maintain filing system in Google Drive
- Other duties as assigned

Desired Experience/Skills: Knowledge of Monday.com, Giver Butter and other donation portal is a plus. Proficient in Google Suite and MS Office. Attention to detail and problem-solving skills. Excellent written and verbal communication skills. Strong organizational skills with the ability to multitask. Media/production background a plus. High School degree; additional qualification as an Administrative Assistant will be a plus.