



RAINIER DMM

Position: Non-Profit Account Manager

Wage: \$30/hour, estimated 20 hours/week

Rainier Daily Money Management (DMM) provides administrative support for individuals, families, and small businesses. I have been working the past two years on my own and now it is time to add to the team. The position will be part-time to begin with and as the company continues to grow there is the possibility for the position to grow also.

The Non-Profit Account Manager position will assist with managing the operations of non-profit organizations and provide administrative assistance to Rainier DMM. This is a remote work position with occasional work on site at client locations required.

The ideal person is technology savvy, has a desire and ability to work with clients of all ages, and has an entrepreneurial spirit. I am currently handling all aspects of the business myself, the exact details of what will be transferred to the new team member will be dependent on the member.

Must:

- Age 21 or older.
- At least 4 years post-secondary education or administrative work experience.
- Be interested in helping people and the community. The work that we are doing helps better the lives of individuals and the community.
- Respect all individuals regardless of their race, gender, religion, socio-economic or education.
- Intermediate MS Office Suite primarily Excel, Word, Publisher, Powerpoint, OneNote, and Outlook. With specifics in Excel equations, spreadsheet formatting, filters, sort, and mail merge. creating and running Powerpoints, document creation and calendar management.
- Be able to work with people across all generations Gen Z to Boomer and adapt to their technology knowledge and comfort.
- Eager to learn and grow professionally and personally.
- Have a driver's license, insurance, and reliable transportation.
- Flexibility in schedule

Nice to have:

- General knowledge of Adobe products, primarily Acrobat, Photoshop and Illustrator
- Quickbooks experience
- Website content management experience
- General understanding of business operations

This is currently a contract position. As Rainier DMM grows it will likely become an employment position. As a contract position the new team member will receive a 1099 at the end of the year for their compensation. Compensation does not include: withholding of any taxes, vacation, sick time, retirement, medical benefits, or unemployment. Background check is required.

Every successful client relationship starts with an excellent strategy and an excellent strategy requires an amazing team. Could you be my first team member? To apply please email me your resume along with a cover letter which should include information about your MS Office Suite experience, particularly Excel, your experience working remotely, and your career aspirations.

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