



**UNITED WAY OF KING COUNTY
IS LOOKING FOR A
Executive Administrative Assistant**

September 22, 2021

Job Announcement – Executive Administrative Assistant

United Way of King County works to build a community where all people have homes, students graduate, and families are financially stable. Our culture fosters collaboration, teamwork, open communication, leadership, integrity, and accountability.

With our unwavering focus on racial justice for all, we hope to achieve racially equitable outcomes in King County and beyond. We believe that having staff, volunteers, and supportive community members who represent diverse backgrounds and circumstances will help us more effectively accomplish our mission. We aim to create a welcoming and inclusive work environment, and we also strive to have a diverse staff and particularly encourage Black and Indigenous people, and People of Color to apply and join our team.

We are an Employer of National Service: AmeriCorps, Peace Corps, and other national service alumni are encouraged to apply.

Job Summary:

The Executive Administrative Assistant for the Office of the President provides administrative support and coordination to meet team goals and objectives for the CEO, Chief of Staff (COS), and Director of Racial Equity Strategies. This position also provides project management support and coordination of high-level volunteers including the Board of Directors.

The position works closely with Senior Leadership Team, Board of Directors, other high-level volunteers by constructing meeting agendas, maintaining records, and updating and archiving information such as logic models and other documents that are part of the Office of the President.

The annual recruiting salary range is \$55,500 - \$57,500 DOE. This position is open until filled; first consideration will be given to applications received within two weeks of posting.

*** Full COVID-19 vaccination is required for this role [proof of record will be requested during the onboarding process].**

Essential Duties:

- Provides primary administrative support for the CEO including maintaining an extremely active calendar; keeps current office files; makes travel arrangements; creates monthly expense reports; coordinates dashboards, scorecards, and logic models; and tracks routine deliverables and produces materials to aid in these deliverables, as appropriate.
- Provides secondary administrative support to the COS and to the Director of Racial Equity Strategies, including scheduling meetings with internal staff and external stakeholders; providing project management support; and handling department correspondence.
- Supports the Board of Directors and Executive and Governance Committees by preparing meeting agendas and minutes and maintaining membership rosters.
- Communicates directly and on behalf of the President and CEO with Board members, donors, external partners, and stakeholders on matters related to the Office of the President and other organizational initiatives.
- Develops administrative processes and procedures improvements that align with the Office of the President.
- Prepares, develops, and executes meeting presentations for All Staff, Leadership Team, Executive Committee, and Board of Directors meetings.
- Manages special projects and initiatives assigned by the CEO and the COS, driving the end-to-end scoping, planning, and management of projects to produce high-quality and timely deliverables.
- Manages logistical support and coordinates leadership and staff team meetings by facilitating agenda setting, taking notes, and following up on action points to enhance effectiveness and decision making.
- Manages expense reports and invoices for the department.
- Establishes and keeps current office files for the CEO, COS, and the Director of Racial Equity Strategies, and safeguards the documents' confidentiality.
- Takes a leadership role in the ongoing development of the organizational initiative to implement racial equity and diversity, equity and inclusion processes and procedures.
- Performs other duties as assigned by the CEO or COS.

DISCLAIMER: This job position performs other assignments and performs other duties as assigned. The contents of this job description may change as deemed necessary by United Way of King County.

Core Competencies:

- Demonstrated ability to perform a wide variety of complex administrative procedures and practices.
- Proven ability to organize, prioritize, analyze, and implement action steps for desired results.
- Demonstrated ability to exercise independence in action and sound judgment in administrative matters and use discretion, tact, and courtesy.
- Demonstrated ability to communicate effectively, both verbally and in written form.
- Proven knowledge of grammatical composition and proofreading skills.
- Demonstrated ability to handle a broad scope of confidential and proprietary information.
- Proven ability to work effectively with diverse staff across teams in a collaborative, constructive, and effective manner, utilizing strong interpersonal and customer service skills.
- Intermediate level proficiency in Microsoft applications required.
- Demonstrated commitment to actively participating and supporting United Way's initiative to lead with racial equity.

Education and Experience:

Bachelor's degree, or equivalent, specializing in business, office administration, or related field is preferred. Three years' office administrative experience is required.

UWKC is an equal employment opportunity employer, and all applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability status, protected veteran status, or any other characteristics protected by law. United Way of King County values a diverse workplace and strongly encourages individuals who identify as Black, Indigenous, and People of Color to apply.

Additional Information:

United Way of King County is an exceptional workplace that can provide you with:

- Opportunities to work with smart, passionate, and enthusiastic team members and volunteers
- Ongoing collaboration with diverse staff and other constituents
- A desirable culture of high-performance expectations and accountability
- Exciting and challenging work
- Opportunities to help solve the community's toughest problems

- Competitive pay that is commensurate with demonstrated successful performance and experience
- Many other benefits that we are happy to discuss with you

Application Procedures:

Please apply online via the following link. You will be asked to upload your resume and provide a cover letter as well as complete the UWKC application.

<https://phf.tbe.taleo.net/phf04/ats/careers/v2/viewRequisition?org=UWOKC&cws=37&rid=195>

*****Applicants MUST apply at the UWKC Career Center to be considered for this position.*****

COVID-19 Update:

Protecting the health and safety of our communities is a top priority. Due to the circumstances surrounding the pandemic, all interviews will be conducted remotely for the time being. We will provide candidates selected for interviews with all the required instructions. If you are hired for the position, you will start off working remotely. United Way of King County values workplace flexibility. Our office is currently closed, and staff are working remotely until October 18, 2021. We will continue to monitor the COVID-19 situation as well as the overall health of our community and we may adjust the office opening date as needed. When our office does reopen, we will offer a hybrid approach combining in-office work and remote work for our staff.

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