



盧勝彥佈施基金會
SHENG-YEN LU FOUNDATION



Title: Executive Assistant

Salary: Part-time (20 hours per week) between \$41,600 and \$46,800 per year, DOE

About Sheng-Yen Lu Foundation

SYL Foundation is a public charity founded in 2008. By combining compassion and philanthropy with strategic grant making, SYL Foundation strives to advance quality health care and education for all. Through its grant-making program, the Foundation addresses chronic inequities within the health and education systems, promotes racial and economic justice efforts, supports the growth and wellbeing of the local nonprofit ecosystem, and provides rapid response grants to meet the emergency needs of immigrant-serving organizations in Washington's King, Pierce, and Snohomish counties.

Scope of Work

SYL Foundation is seeking an experienced part-time employee to provide high-level administrative support to the organization while also assisting with communications, and the implementation of special projects.

Responsibilities

Operations (85%)

- Train on SYL Foundation's grant management system. Pursue follow-up training on all system updates, and become the office expert. Assist grantees with system access.
- Monitor grant and scholarship payment schedules. Coordinate electronic payments of grant funds to grantees and maintain accurate records. Produce letters for grant payments. Keep the online grants management system up-to-date and accurate at all times.
- Enter donations into QuickBooks and send donation receipts.
- Schedule meetings and manage meeting logistics. Prepare support materials for board meetings including charts and summaries of applications and grantee reports. Record meeting minutes.
- Independently monitor due dates for grantee reporting, grant agreements, and payment acknowledgements from grantees and scholarship recipients, and follow up to ensure compliance.
- Work with continuing Lotus Scholarship recipients to ensure timely submission of paperwork and maintenance of accurate records including school attended and student ID numbers.
- Manage logistics for grantee workshops, including registration, technical needs, follow-up surveys, etc.
- Monitor inquiries through the website. Use judgment to determine which can be answered independently and which should be passed on to the Executive Director.
- Create and maintain mailing lists of grantees, community colleagues, and other networks.
- Manage all logistics and assist with program ideas for grantee gatherings.
- Maintain office supplies and equipment. Order supplies as necessary.

Communications (10%)

- With supervision from the Executive Director, create a yearly communications calendar and execute it to promote the Foundation's efforts and impact.
- Use online grants management system to produce reports that can be used for external communications.
- Create social media posts about Foundation and grantee activities using Canva and other tools.
- Perform routine website updates when requested.
- Assist with annual event preparation as requested. This could involve assisting with presentation content, creation of video, and preparation of display board materials.

Special Projects (5%)

- With supervision from the Executive Director, assist with the coordination of special projects. May include coordinating grantee events, conducting research, or investigating innovative program models.

NOTE: The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of a specific statement of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position. This is a small office, and all employees are expected to contribute as necessary.

Qualifications

We are looking for a motivated and detail-orientated individual who will be able to function independently while taking direction from the Executive Director. The Executive Assistant should possess the following skills and experiences:

- Commitment to SYL Foundation's core values of justice, equity, and inclusion as well as the ability to understand complex social issues.
- Excellent written and verbal communications skills. Must be able to produce high-quality written documents independently.
- Demonstrated ability to stay organized, prioritize, and proactively execute multiple projects simultaneously.
- Extreme attention to detail is a necessary skill for success in this position.
- Must be able to work and problem-solve independently in a fast-paced office environment.
- Flexibility and willingness to learn new skills is a requirement.
- Minimum four years' work experience; database management and executive assistant experience preferred. Internships and summer employment will be considered work experience.
- Tech savvy, and experience with WordPress and social media marketing (Facebook and Twitter) preferred. Experience with Microsoft Office is required. The ideal candidate will be comfortable using a wide array of software and web-based applications, and will be able to learn new technology quickly.
- An understanding of the lived experience of immigrants and/or refugees is a plus.
- Knowledge of Mandarin Chinese is a plus, but is not required.
- Knowledge of the local nonprofit community is a plus.
- Knowledge of Foundant grant management software is a plus, but training will be provided.

Additional Information

All personnel will work in the Foundation's Bellevue office a minimum of two days per week. The timing for the in-person days will be coordinated with the Executive Director. The Executive Assistant will report to and be supervised by the Executive Director. No relocation funds are available for this position. The Executive Assistant will work 20 hours per week, but the exact days and times are flexible.

The SYL Foundation office is closed for one month each summer and for two weeks at the end of the calendar year. The Executive Assistant will also receive the equivalent of 10 pro-rated vacation days, federal holidays, and accrued sick leave pursuant to Washington State law. There are no additional formal benefits for this position, but a health insurance stipend may be available. Fair Labor Standards Act (FLSA) Classification: Salaried Non-Exempt.

If interested, please contact Rachel Allen at programs@syfoundation.org. Please send a resume and a cover letter detailing your experience and explaining your interest in, and qualifications for, the position. We will not be accepting phone inquiries. The position is open until filled, with an initial review of applications the week of July 8. The start date is flexible but we hope to have someone on board by September 9, 2024 at the latest.

SYL Foundation is an equal opportunity employer and does not discriminate on the basis of age, race, national origin, ethnicity, gender, disability, sexual orientation, political affiliation, religious belief, or any other protected status. SYL Foundation values a diverse workplace. Employment is contingent upon successful completion of a comprehensive background check and proof of COVID-19 vaccination and booster(s).