

We're looking for an Executive Assistant, Office of the President

The hourly range for this job is \$36.54 - \$38.46.

Here's a bit about what you'd be doing in this role:

- Provides primary administrative support for the CEO including maintaining an extremely active calendar, keeping current digital and hardcopy files, and making occasional travel arrangements.
- Provides secondary administrative support to the Senior Director of Internal Strategic Partnerships and Initiatives and to Vice President of People, Culture, & Equity, including scheduling meetings with internal staff and external stakeholders; providing project management support; and handling department correspondence.
- Coordinates and routinely tracks deliverables such as dashboards, scorecards, and logic models; and produces materials to aid in these deliverables.
- Supports the team by preparing meeting agendas and materials, recording meeting minutes; and maintaining active membership records for the Board of Directors, including the Executive and Governance Committees.

You'll be a great fit if you:

- Demonstrated ability to perform administrative and Executive Assistant functions and complex administrative tasks in an executive office environment, preferably servicing the office of a President or CEO.
- Exceptional business maturity and trustworthiness and demonstrated ability to maintain confidentiality of sensitive information.
- Proven ability to work effectively with diverse staff across teams collaboratively, utilizing strong interpersonal and customer service skills.

> Our Values

Leadership
Accountability

Racial Equity
Integrity

Collaboration

Supportive
Work
Environment

> Make an Impact

- 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

Our Commitment to Racial Equity

We believe in collective action and putting people first. Having staff, volunteers and supportive community members who represent diverse backgrounds and experiences results in better service to our communities. We strive to create a welcoming and inclusive work environment where everyone can be their true and authentic selves.

Because of structural and systemic racism, we must face these root causes and racist systems that created these disparities head on. This work is a big part of every team member's role at United Way, and a variety of internal and external committees and working groups have been created with the goal of having a place for every employee to contribute to this work. Learn more about our [racial equity work](#).

Some of Our Benefits



Medical, dental,
vision + life
insurance



32 + PTO (Incl.
Holidays)



Subsidized
Orca Card
Transit Pass



403(b)
retirement
savings plan