

JOB DESCRIPTION

Position: Executive Assistant – Seattle Office
Reports to: Executive Director
Classification: Non-exempt
Compensation: \$24.18 - \$25.82/hour DOE (35-hour week) plus generous benefits (medical, dental, vision, long-term disability, life insurance, retirement contribution after one year, and more)

The mission of the Washington State Coalition Against Domestic Violence is to mobilize our member programs and allies to end domestic violence through advocacy and action for social change. We improve how communities respond to DV and create a social intolerance for abuse, support our member programs, and inform the public. Guided by our Theory of Change, we work to undo the root causes of violence, building racial equity, economic justice, and gender and reproductive liberation to create a world where all people can live and love freely without fear. WSCADV's team approach facilitates the sharing of power and responsibility across positions.

This position will ensure smooth organizational operations and events focusing on:

- **Executive assistance for the shared management team (Executive Director and two other directors), including Board of Directors logistics;**
- **Logistics for some membership meetings, trainings, and other events;**
- **Office management.**

This is an internal office support position and a great job for someone who enjoys administration, logistics, event support, and assisting co-workers and teams. Valid driver's license and/or ability to travel periodically (e.g., to our Olympia office) plus occasional overnight travel (e.g., annual conference).

Primary Responsibilities:

1. **Administrative support to Executive Director and Management Team:** Provide administrative assistance and meeting support, including:
 - Support logistics and meetings for E.D. and management team directors, such as: tracking multiple deadlines and priorities, scheduling, drafting emails, arranging travel, and making and answering phone calls.
 - Support E.D. and management team work with the Board of Directors, including: maintaining Board rosters, minutes, and files; scheduling; communicating by email/phone; arranging video conferences, meeting locations, lodging, and food; preparing packets.

- Provide staff support for the Annual Meeting, including: sending annual meeting notices; preparing and tracking election ballots; preparing Board nominee materials and PowerPoint slide decks; and supporting the meeting onsite.
- Assist the Executive Director and directors serving on the Management Team with scheduling, emails, and other duties as assigned.

2. **Meetings Support:**

- Provide back-end production and logistical support for meetings and webinars for management team staff (e.g., regional membership meetings and New Director orientations), including: online registration, publicity, venues, catering, interpreters, making copies, and compiling evaluations, in partnership with program staff leads.
- Organize and ensure completion of assigned tasks for annual 5K, including packet and goody bag stuffing, and ordering supplies.

3. **Office Management:**

- Handle incoming/outgoing mail
- Respond to calls to main phone number and general email address, provide reception to occasional visitors (note: WSCADV is not a crisis agency).
- Update master calendar
- Responsible for general office equipment (copier, postage machine), storage, and office supply ordering.
- Make entries in check log

4. **Other general WSCADV staff member duties:**

- Perform other general WSCADV staff duties related to the annual conference, 5K, Advocacy Day, and other duties as assigned.
- Participate in domestic violence, multicultural, and anti-oppression activities and trainings and perform all work in a culturally responsive manner consistent with WSCADV's [mission](#), [Theory of Change](#) and [Principles of Unity](#).

Required Qualifications:

- Minimum three (3) years of experience in providing administrative, office, and/or executive assistance.
- Technology:
 - Proficiency with Microsoft Office products including Office 365.
 - Proficiency or ability to quickly gain proficiency in: Asana, Zoom, Constant Contact, Outlook Exchange, eTapestry, and similar software applications. Working knowledge

and high degree of comfort with basic hardware and software used in a regular office setting.

- Excellent planning and logistical organizing skills, time management, and ability to use and manage a database, spreadsheets, timelines, and basic budgets.
- Good oral and written communication skills. Tact, discretion, and ability to maintain professional approach to working with membership, ally organizations, and the public.
- Nimble, self-starter with strong ability to plan, independently manage workload, and complete tasks with limited direction. Strong ability to anticipate and solve problems. Adept at prioritizing multiple and competing requests for help.
- Ability to maintain calm, friendly, efficient approach with co-workers, Board members, membership, and the public, with recognition of a diverse range of communication styles in a highly interactive and productive work environment. Ability to work independently and in an interactive, productive team environment.
- Detail-oriented, good organizational skills, methodical.
- Flexible with ability to learn and adapt to ongoing changes in work duties, processes and technologies in a rapidly evolving nonprofit and the overall movement to end violence.
- Commitment to advancing WSCADV's [mission](#), [Theory of Change](#), and [Principles of Unity](#), including undoing racism, sexism, and other forms of oppression.

Preferred Qualifications:

- Experience in nonprofit organizations or Tribal social/health service agencies.
- Ability to catch grammar and spelling errors when creating event-related materials.
- Spanish, ASL, or other oral and written proficiency in languages common to Washington state is a plus.

To Apply: This position begins July 2019. To apply, please submit the following package by email:

- 1) A cover letter summarizing your interest in and relevant experience for this position;
- 2) Your resume. Please list technical proficiencies – high, medium, low.

Email to: emma@wscadv.org, subject line: Executive Assistant Hiring – [your last name]

Applications must be received by 5:00 p.m. on May 17, 2019. No calls, please.

People of color, Native people, people from other historically marginalized communities, and survivors of domestic violence are especially encouraged to apply.