

107 Spring Street
Seattle, WA 98104



206-389-2515
wscadv.org

EXECUTIVE ASSISTANT JOB DESCRIPTION

- Position: Executive Assistant
Reports to: Executive Director
Location: Work mostly from home or in Seattle workspace. Must be available to come to Seattle workspace for several hours approximately 1 day/week.
Classification: Non-exempt
Pay and Benefits: \$31.32-\$34.62/hour (\$57,000-\$63,000/year)
- 35-hour work week
 - Annual pay increases per salary structure
 - 100% paid premiums for medical, dental, vision health insurance, 50% for dependents
 - HRA reimbursement
 - Student loan payment assistance (after 6 months)
 - 100% paid long-term disability and life insurance
 - Retirement contribution (after 6 months)
 - 3 weeks annual vacation accrual with periodic increases, 14 paid holidays, sick leave
 - Flexible, family-friendly work environment

Our mission is to mobilize our member programs and allies to end domestic violence through advocacy and action for social change. We provide visionary leadership, support member programs, and engage the public to play a role in ending domestic and sexual violence. Guided by our [Theory of Change](#), we work to undo the root causes of violence, and build racial equity, economic justice, and gender and reproductive liberation to create a world where all people can live and love freely without fear. WSCADV organizes for strength and unity across a widely diverse membership in rural, urban, Tribal, BIPOC, and cultural communities. We take a team approach to share power and responsibility across staff positions.

This position will focus on:

- **Executive assistance for Executive Director and management team (3 people total);**
- **Support for the Board of Directors, as well as meetings, trainings, and events;**
- **Office management and HR support.**

This is a great job for someone who enjoys streamlining day-to-day activities and administrative support for others in a high-productivity environment. Valid driver's license and/or ability to travel periodically to meetings, plus occasional overnight travel (e.g., annual conference), and proof of COVID vaccination, are required.

Primary Responsibilities:

1. **Administrative Support to Executive Director and Management Team:**

- Maintain complex calendars (typically for E.D.), schedule meetings, track deadlines, and support project planning.
- Effectively prioritize and respond to high volume of emails, requests, and incoming information (typically for E.D.).
- Arrange travel and create itineraries.
- Contribute to updating and tracking membership records.
- Draft director messages to membership and supporters.
- Support Board of Directors, including: rosters, scheduling, agendas, hybrid meeting logistics, travel, and materials.
- Support Annual Meeting process, including: annual open nominations, membership records, notices, ballots, slide decks, and onsite meeting support.
- Keep track and build friendly working relationships with member organizations, funders, donors, peer coalitions, ally organizations, and the like.
- Participate in Admin team and its planning processes.

2. **Meetings and Training:**

- Provide back-end production and logistics for some events, e.g., regional meetings, member directors gatherings, and shelter manager trainings.
- Typical tasks include: online registration, email and website publicity, venues, catering, interpreters, supplies, copies, onsite set-up, and evaluations.
- Work as a team member to organize and complete assigned tasks for annual events.

3. **Office Management and HR Support:**

- Pick up and handle incoming/outgoing mail on a weekly basis.
- Respond or delegate calls and messages to general phone and email accounts.
- Organize staff meetings and internal calendar of WSCADV events.
- Day-to-day liaison with office workspace staff, attend to office and off-site storage as needed, e.g., inventory, supplies.
- Make entries in check log and deposit checks as needed.
- Support staff hiring and departures (e.g., scheduling, onboarding).
- Maintain internal rosters and records.

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

- As a team member, 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 five (5) years of experience in providing administrative, office, and/or executive assistance, or similar experience.
- Technology:

- Proficiency with Microsoft Office including Office 365 for Business.
- Proficiency, or ability to quickly gain it, in: Asana, email marketing software, CRM database software, Zoom, Teams, Sharepoint, and similar software applications.
- Comfort with and ability to gain working knowledge of business hardware and software as it evolves.
- Excellent planning and logistical organizing skills, time management, and accuracy. Detail-oriented and methodical.
- Ability to organize projects and create spreadsheets, timelines, and simple databases and budgets.
- Ability to exercise good independent judgment on behalf of E.D. and management team.
- Excellent oral and written communication skills, including by phone.
- Tact, discretion, and ability to maintain confidentiality and professionalism.
- Efficient self-starter, with strong ability to plan and problem-solve, independently manage workload, and complete tasks with limited direction. Nimble and adept.
- Calm, friendly, and efficient approach with co-workers, Board, diverse statewide membership, funders, and the public.
- Ability to balance working independently and in an interactive team environment.
- Commitment to advancing WSCADV's [mission, Theory of Change, and Principles of Unity](#) including undoing racism and other forms of oppression.

Preferred Qualifications:

- Experience planning events, trainings, or large meetings.
- Experience with domestic violence, sexual assault, or other nonprofit or Tribal agencies.
- Technology: WordPress, Canva.
- Spanish, ASL, or other oral and written proficiency in languages common to WA state.

For All Staff, we want to see:

- Understanding of racial, economic, and gender justice issues or commitment to learning.
- Ability to foresee, solve problems, and meet deadlines in a professional, positive manner.
- Ability to work collaboratively, build trust and working relationships, and be flexible with people from a wide range of backgrounds.
- Ability to contribute positively to an interactive, high-productivity, team environment.
- Learning mindset and ability to adapt to changes in duties, processes, and technology at an evolving nonprofit and in the overall movement to end gender-based violence.

***How to Apply*:** Please submit the following package by email:

- 1) A cover letter summarizing your interest in and relevant experience for this position.
- 2) In your cover letter, include your brief answer (one or two sentences) to this question: "Why are people poor?"
- 3) Your resume. Please list your technical proficiency (high, medium, low) with the technologies listed on the previous page.

Email to: jobs@wscadv.org, subject line: **Executive Assistant – [your last name]**. Applications

will be considered on a rolling basis. **Submit your application by Friday, June 23, 2023** to be considered in the first screening. Position open until filled. Anticipated start is early August. No calls, please.

People with lived experience of domestic violence and from historically marginalized communities are encouraged to apply. The Washington State Coalition Against Domestic Violence is an Equal Opportunity Employer and does not discriminate on the basis of race, color, sex, marital status, sexual orientation, gender presentation, political ideology, age, creed, religion, ancestry, national origin, veteran status, and the presence of any sensory, mental or physical disability in employment, volunteer opportunities or services rendered.