

JOB DESCRIPTION

Position Title:	Executive Assistant & Board Liaison	Revised:	November 2020
Reports To:	Governance & Administration Manager	Position Type:	Non-Exempt
Grade:	4	Range:	\$45,000 - \$51,000

Job Summary: This is a high profile and fast paced position that provides a unique view into the operations of this organization and may lead to advancement within the organization. The Executive Assistant provides high-level, diversified and confidential administrative support to the CEO. The EA is an extension of the office of the CEO and therefore communicates frequently and highly professionally with all staff, including executive staff, Board members, residents, tenants, community leaders, donors and elected officials on behalf of the CEO. The EA has near unlimited access to the information that is available to the CEO and therefore requires the highest level of maturity, confidentiality and responsibility. Basic responsibilities include managing the CEO's email, calendar, files and meeting schedule, Board coordination, reviewing and preparing confidential correspondence, reports and presentations. Evening hours are required as needed especially in conjunction with Board meetings.

Duties and Responsibilities:

CEO SUPPORT

- Meet twice weekly or as required with CEO to coordinate activities, review meetings and assist in maintaining a list of ongoing tasks
- Manage and organize the CEO's calendar and coordinate travel and meeting schedules
- Monitor and organize the CEO's email and respond accordingly in consultation with CEO
- Complete CEO's time sheet and manage expense account
- Assist CEO with correspondence, communication with Board and proof reading
- Co-ordinate the organization and maintenance the CEO's electronic and paper files
- Assist CEO with planning for staff meetings and board events
- Represent CRH in a professional manner at events and meetings as needed
- Establish and maintain professional working relationships with community leaders, elected officials, the public and others encountered during the course of work
- Do other work-related things as required to support the CEO

BOARD AND EXECUTIVE COMMITTEE MEETING SUPPORT

- Create board meeting packets, including gathering from other staff, creating or assisting in creating all documents, resolutions and attachments.
- Draft agendas in consultation with the CEO, finalize agendas and distribute as needed
- Assist in the preparation of presentations
- Provide all public notices as required, communicate with Board members about meeting time and location, manage the logistics of the meeting including room set up, AV set up, food and all other logistics and preparation
- Attend take accurate minutes of board and executive committee meetings
- Organize, manage and maintain accurate Board related records, files, charts of board members, charts of committees, resolution files and tracking lists, and other documents as needed and publish as required by law
- Do all other things as requested and directed by the CEO or supervisor to advance Board operations and ensure well-run meetings and open communications in compliance with PDA rules and the law

GENERAL ADMINISTRATIVE SUPPORT

- Assist preparation of annual PDA report for filing with City of Seattle, assist Governance and Administration Manager with timely annual report and business license filings with the Secretary of State
- Support members of the Leadership team on meetings and projects as requested by CEO or supervisor
- Maintain PDA and Board pages on the CRH website
- Coordinate CRH attendance and registration for fundraisers and other community events with Foundation staff
- As member of Admin Team, support office operations and events as requested by supervisor
- Other administrative duties and projects as assigned

Minimum Qualifications:

- 3 years of experience in a direct support role to Senior Leadership
- Superior organizational, verbal, written, interpersonal and communication skills
- Experience coordinating logistics for committees, task forces or other teams
- Demonstrated high proficiency in Microsoft Office applications (Word, Excel, PowerPoint, Teams and Outlook), experience using Zoom and technologically savvy
- Must be able to interact with staff (at all levels) in a fast-paced environment
- Ability to communicate effectively with people of diverse personalities, cultures and communication styles
- Ability to work independently and with precise judgment in wide array of situations
- Ability to follow instructions accurately, work under supervision and to problem solve effectively
- Demonstrated ability to manage deadlines; manage competing priorities; and maintain high standards for accuracy and productivity
- Strong organizational skills, problem solving and ability to compose correspondence and reports
- Has demonstrated a high level of confidentiality, independent judgment, tact and sensitivity in difficult situations

Preferred Qualifications:

- 4-year degree, post-secondary work or commensurate experience
- Experience working with a public agency and the rules and regulations governing the conduct of public meetings and maintenance of public records.
- Experience with board support, working with board members
- Event planning experience
- Knowledge of office management, office systems
- Experience with WordPress

Supervisory Responsibility: None.

Physical Demands: Must be able to lift and move small office equipment, trays of food, and other light items especially in facilitation of meetings.

Disclaimer: This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee. Duties, responsibilities and activities may change or new ones may be assigned at any time with or without notice.