

**EXECUTIVE ASSISTANT & COMMUNICATIONS
SPECIALIST**



DATE POSTED: May 4, 2022

REPORTS TO: Executive Director

HOURS: Full time, 40 hours per week

PAY RANGE: Minimum starting salary \$68k, DOE

Benefits: Medical, dental, vision, retirement, long term disability, vacation & sick leave

POSITION TYPE: Exempt

The Executive Assistant and Communications Specialist contributes to the effective operation of LIHI by providing administrative and management support to the Executive Director and by coordinating and executing PR and other external communications needs and projects of the company. The Executive Assistant and Communications Specialist serves as confidential staff to the executive director and works closely with the Board of Directors and other agency managers. This position oversees administrative staff and handles office management responsibilities.

Responsibilities:

1. In coordination with the executive director, develop and maintain positive public relations, including coordinating and executing company PR materials: monthly E-Newsletter, brochures, press releases, website, PowerPoint presentations, and special events.
2. Interface with local and national media.
3. Support the Board of Directors. Maintain board minutes and records of meetings and official business; compile board information and resolutions; schedule meetings as necessary.
4. Keep the executive director's calendar and schedule appointments as directed.
5. Write, edit, and track official correspondence for the Executive Director.
6. Assist the executive director with expense reimbursements, timesheet approvals, and other reports.
7. Make sure that office infrastructure is running smoothly. Establish and maintain administrative, management, and filing systems for the office. Interface with IT on electronic file organization. Oversee archives/filing procedures/file & office cleaning day.
8. Work collaboratively with the Fund Development department on the Gala & Auction and other projects as needed, including fundraising appeals and thank you letters.
9. Organize and execute simultaneous administrative and management projects at the direction of the executive director.
10. Act as agency contact for office related vendors (copiers, office supplies, parking lot contact, etc).
11. Supervise the office manager and other administrative staff and volunteers. Cover for office manager as needed.
12. Interface with the human resources department as needed to assist with confidential and other employment matters. Help take care of new hire needs (phone set up & training, mailboxes, workspace needs, etc). Participate in hiring for office assistant and other positions as directed.
13. Other duties as required.

Qualifications:

1. High level administrative/management experience required. 5+ years' experience as an executive assistant or in a similar position providing executive level support to an agency director or senior management is desired. Alternately, a Bachelor's degree in public administration, business administration, or a related field and 3+ years of executive level or management experience is desired.
2. This position requires discretion, mature judgment, and the ability to maintain the confidentiality of files and projects.
3. Ability to work independently and successfully in a fast-paced team environment and maintain attention to detail. Must be a quick learner and have excellent time management skills.
4. Must have excellent organizational skills, including experience in handling multiple projects and a high volume of email, and knowledge of office methods and procedures, and ability to coordinate administrative procedures and implement agency policies.
5. Must have excellent written and verbal communication skills, plus strong grammatical and proofing skills.
6. Ability to communicate and work effectively with other staff, obtain the cooperation of other staff, and maintain a professional attitude in dealing with board members, elected officials, nonprofit service providers, and low-income and homeless clients.
7. Demonstrated proficiency with Microsoft Office suite, including PowerPoint, Publisher (or other graphic design software), and Excel.
8. Experience with Constant Contact or other email marketing software, social media.
9. Knowledge and experience in low-income housing, homelessness, community development and/or the nonprofit sector preferred.
10. Previous experience with personnel management and/or supervising staff preferred.
11. Must pass background and drug screen test.

New hires must be fully vaccinated against COVID-19 by their start date; except where accommodations are required by law. Proof of COVID-19 vaccine is required unless an accommodation is made.

The Low Income Housing Institute is an equal opportunity employer. Qualified members of historically marginalized and underrepresented communities are encouraged to apply. LIHI participates in the e-verify system.

About us:

The Low Income Housing Institute (LIHI) has a 30-year history and track record of owning and managing low-income housing; developing innovative solutions to homelessness; advocating for housing justice; providing supportive services; and operating hygiene services for homeless people at our Urban Rest Stops. LIHI staff have developed over 4,500 affordable housing units and manages over 2,500 units including rental housing, permanent supportive housing and transitional housing. The populations served include: families, singles, seniors, veterans, young adults, immigrants, low wage workers, and people living with physical and mental disabilities. LIHI is one of the largest nonprofit housing organizations in the state. Our properties are located in Seattle, King County, and five adjacent counties. LIHI is a national leader in sponsoring tiny house villages as a crisis solution to homelessness. Annually, the tiny house villages and shelters serve 1,000 homeless people and our hygiene programs serve over 8,000 homeless people. LIHI is a BIPOC organization committed to anti-displacement, equitable development, and social racial justice. LIHI staff is collaborative, dynamic, and dedicated to taking bold steps in ending homelessness and creating supportive communities for people to thrive.