**Executive Assistant**

.75 FTE or 30 hours per week Salary Range: $25.40 to $33.15/hour. (Anticipated Hiring $25.40 to $27.76/hour) Non-exempt

**Must-Haves**

* 5+ years administrative experience, at least 2 years supporting high-level leaders
* 2+ years of cross-functional project management experience
* Ability to anticipate and proactively resolve leadership needs, helping them prioritize and setting them up for success
* Adept at leveraging technology to increase efficiency
* Be proactive, adaptable, flexible, able to quickly prioritize tasks
* 100% on-site in Lakebay, WA

As our Executive Assistant, you will play a key role in supporting our Executive Director and leadership team by anticipating their needs, setting prioritization guidelines, and facilitating decision-making. The Executive Assistant will also act as Project Manager for cross-functional initiatives, and foster collaboration across divisions. You will maintain confidentiality, solve problems proactively, and assist in both strategic and logistical planning. Your adaptability and passion for fostering a positive organizational culture will be essential to your success in this role.

**ESSENTIAL FUNCTIONS AND DUTIES:**

*These examples are intended only as illustrations of the various types of work performed.  The examples of work performed are neither restricted to nor all-encompassing of the duties to be performed under this job title.*

* **Anticipate Leadership Needs:** Gain a deep understanding of the preferences and requirements of our leadership team, proactively anticipate leadership needs, assist with prioritization and decision-making for the Executive Director
* **Project Planning:** Develop comprehensive project plans, including defining scope, setting objectives, resource allocation, risk management, and monitoring progress to ensure successful project completion on time and within budget
* **Coordinate and Lead Cross-Functional Projects:** Serve as Project Manager for cross-functional projects, facilitate collaboration among events, maintenance and administrative staff
* **Communication Management:** Foster communications with all levels of the organization, filtering in order of urgency
* **Be Adaptable**: Successfully manage regular responsibilities while integrating new tasks and projects into day-to-day work as needed
* **Serve as Point of Contact:** Serve as primary point of contact for leadership, respond to inquiries, take down messages, and be the source of office knowledge
* **Problem Solver:** Be a keen observer and creative problem solver, maintaining a pulse on the organization for the leadership team, proactively solve potential problems
* **Act as Office Manager:** Maintain inventory of office supplies, record keeping and maintenance needs. Support AP and Payroll entry as needed.
* **Maintain Confidentiality:** Assist with the maintenance of confidential information with discretion and professionalism
* **Plan and Coordinate Meetings:** Plan and coordinate meetings within and outside of the team, recording detailed notes as needed
* **Event Planning:** Assist Outreach and Events Coordinator in planning community events
* **Assist with Standardization and Creation of SOPs:** Lead in documenting routine work tasks for standardization and consistency
* **IT Liaison:** Have a strong grasp of IT functionality and assist with troubleshooting
* Performs other related duties as assigned.

**Licenses/Certifications:**

* Certification in CPR, First Aid (desired; can be obtained after hire)
* A valid Washington driver’s license (required) with an acceptable driving record for insurance purposes.

**Knowledge/Skills:**

* Executive Support: 4+ years supporting high-level leaders, with a high level of accuracy and attention to detail in all aspects of work
* Administrative Experience: 4+ years of administrative experience, previous office management experience is a plus!
* Project Management Experience: 2+ years of cross-functional project management experience from concept to execution and maintaining budget
* Exemplary Interpersonal Skills: Approachable, genuine, knowledgeable, encouraging, passionate, and committed to helping our executive team
* Reporting and Documentation Experience: Experience preparing detailed reports, project documentation, and presentations for executive review
* Superior Communication Skills: Able to communicate through various means (written and verbal) with diverse individuals in a clear, concise, courteous, and professional manner. Able to lead by example, providing and receiving meaningful and constructive feedback
* Adaptability: Responsive to changing pace and deadlines, able to increase a sense of urgency as appropriate and manage priorities effectively
* Ability to follow government procurement rules.
* Drive or learn to drive District vehicles (training provided) such as pickup trucks and sedans.
* Proficient in Microsoft Office and graphic design software.

**WORKING CONDITIONS AND PHYSICAL DEMANDS:**

* Work is performed largely in an office environment. Periodic work in outside facilities, outdoors at various parks and properties including difficult, and unpredictable weather conditions from time-to-time.
* Some work will be performed in settings with exposure to varying environmental and weather conditions.
* The position will occasionally be required to lift and carry up to 50 pounds.
* This position will require seeing, talking, walking, standing, bending, crouching, crawling, carrying, pushing, and pulling.
* Prolonged periods of time may be spent using a computer, telephone, and other office equipment.
* Some local traveling will be required for meetings and visiting District facilities. Travel may be required for training opportunities.

**Benefits:**

* Dental/Health/Vision insurance with spousal/family benefits
* Paid Vacation, Sick and Holiday time
* Participation in WA PERS (pension)

**Schedule:**

* Typically during office hours of 8:00 AM to 4:30 PM, Monday to Friday, with non-traditional hours of weekends, evenings, and selected holidays as needed for limited events. Non-exempt. Exact schedule with supervisor approval.
* District staff “flex” time as much as possible to maintain a 30-hour work week.