

WASHINGTON STATE
OPPORTUNITY
SCHOLARSHIP

Position: Executive Assistant
Reports to: Executive Director
FLSA Status: Exempt
Category: Regular, Full-time
Location: Seattle, WA
Salary Range: \$71,343 to \$83,235 DOE

SUMMARY:

Across the state, Washington has more science, technology, engineering, math (STEM) and health care jobs than it can fill yet our higher education system cannot keep up with the demand for skilled employees. The Washington State Opportunity Scholarship (WSOS) is a unique, public-private partnership designed to address our talent shortage. WSOS fuels the state's economy by providing scholarships and a continuum of support services to high potential students who are pursuing a graduate degree, bachelor's degree, associate degree, certificate, or apprenticeship in a high-demand trade, health care or STEM program in Washington state.

The Executive Assistant manages essential operations of the WSOS office and team to maximize organizational effectiveness and each staff member's ability to achieve our mission. The top responsibilities for this role include: 1) providing clerical support for executive-level Board of Directors and Finance & Investment Committee meetings and members; 2) performing sophisticated calendar management and support to the executive director; 3) overseeing the efficient functioning of the WSOS office space in the Mount Baker neighborhood of Seattle, WA; and 4) leading a wide variety of administrative tasks to facilitate the executive director's ability to effectively lead the organization. To excel in role, the Executive Assistant will be a self-starting, detail-oriented professional with a penchant for performing tasks efficiently, accurately and independently. The ideal candidate has exceptional organizational skills and both the competence and confidence to act with little or no supervision. This dynamic position requires the ability to anticipate needs, think critically and offer solutions to problems with the highest level of professionalism and confidentiality. The Executive Assistant reports to the Executive Director and will play a central role in achieving the WSOS mission of preparing Washington students to compete for Washington jobs.

KEY RESPONSIBILITIES AND ACCOUNTABILITIES:

- Act as liaison to C-suite executives serving on the Board of Directors and Finance & Investment Committee, including handling all logistics for meetings (scheduling, compiling and distributing materials, record meeting minutes) and other projects
- Provide sophisticated calendar management for the Executive Director including prioritizing inquiries, troubleshooting conflicts and making judgements and recommendations to ensure smooth day-to-day engagements
- Lead a broad variety of administrative tasks including assisting with special projects; designing, compiling and copyediting complex documents; supporting colleagues with following policies & procedures; executing culture-building activities

- Manage the office space including maintaining processes and systems to support a hybrid work environment; providing hospitality and maintaining a welcoming environment via phone and at the front desk; serving as a point-of-contact for the WSOS program administrator; managing office administrative tasks such as monitoring the mail, managing A/V equipment, and coordinating cleaning services as needed

POSITION REQUIREMENTS:

Education and Experience

- At least seven years related experience in an executive assistant, administrative support, office manager or similar position
- Exceptional organization skills and attention to detail
- Strong interpersonal skills with excellent verbal and written communication skills
- Demonstrated ability to work proactively, efficiently and with little or no supervision make progress toward agreed-upon targets

Core Competencies

- Able to thoughtfully consider and embrace new ideas and different perspectives
- Focuses on accomplishing team goals rather than a personal agenda
- Communicates goals, objectives and strategies frequently to supervisor and teammates and aligns them with work and tasks
- Reflects on challenging situations as opportunities to identify learning opportunities; engages others in reflection
- Proactively and independently identifies potential challenges
- Able to identify inequities that exist at multiple levels (personal, interpersonal, organizational, and systemic) and offer ideas for resolution

PREFERRED QUALIFICATIONS, KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

- The complexities inherent with having high-level executives on the Board and committees
- Technology solutions and supporting others in the use of such products
- Systems of power and oppression and how they impact the lived experience of students of color, first-generation college students and students from low-income families

Skill in:

- Utilizing technology to manage work-flow; specific skill in Microsoft Office suite, Adobe, Smartsheet, DocuSign and cloud-based filing systems preferred
- Taking minutes during board and committee meetings; specific skill in supporting financial meeting minutes a plus
- Customer service attitude and aptitude with a commitment to creating a welcoming, comfortable work environment for WSOS staff members, partners and guests
- Developing and maintaining systems to support organization-wide success

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- Leveraging technology and other creative solutions to enhance productivity and grow efficiencies
- Assisting staff with troubleshooting when technology issues come up

Ability to:

- Maintain a high-level of confidentiality and discretion when making decisions and interacting with colleagues and outside partners
- Serve as primary point of contact on matters pertaining to the executive director including those of a highly confidential or critical nature
- Provide an executive presence, giving confidence in individual authority to act on behalf of the executive director to external partners
- Anticipate the needs of the executive director and keep them well-informed about upcoming commitments and responsibilities, following up as appropriate
- Thrive working independently in an energetic, fast-paced team environment
- Balance competing priorities in a cross-functional workspace

LICENSES, CERTIFICATES, AND OTHER REQUIREMENTS:

- Valid Washington state driver's license or identification card
- Complete a criminal background check absent of offenses impacting ability to perform in the role
- References will be required of short-listed candidates

WORK ENVIRONMENT:

- Moving to/from meeting spaces, sitting, bending, twisting, and reaching; occasional lifting of up to 20 pounds
- Open to dialogue about issues related to diversity, equity, and inclusiveness
- Shared office environment with moderate noise levels from standard office equipment; position is temporarily remote with once-weekly required visits to the office; in early 2022 this position will transition to hybrid with four days a week in the office (pending public health guidance and orders)
- Ability to perform consistent work on a PC required

BENEFITS:

- Competitive salary commensurate with experience
- Health, dental, vision and prescription coverage; long-term disability, short-term disability and life insurance
- Paid time off (PTO) and holidays
- Matching 401(k)

HOW TO APPLY:

The position will remain open until filled. To apply, please send all of the following documents:

- Cover letter outlining your interest in the position
- Resume highlighting relevant aspects of your experience

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- Personal diversity or equity statement (maximum of 300 words): *The purpose of this statement is to identify candidates who have professional skills, experience and/or willingness to engage in activities that would enhance organizational and educational equity.*

Please email the above to jobs@waopportunityscholarship.org. Applications submitted by February 7 will receive full consideration.

Equal employment opportunities and diverse staffing are fundamental principles of WSOS. To learn more about the Washington State Opportunity Scholarship, please visit www.waopportunityscholarship.org. People who have personal experience as a first-generation, under-resourced or underrepresented student like the majority of those WSOS serves are especially encouraged to apply.