



|                     |   |
|---------------------|---|
| <b>JOB TITLE:</b>   | Executive Assistant   |
| <b>REPORTS TO:</b>  | President and CEO   |
| <b>FLSA STATUS:</b> | Full-Time, Non-Exempt   |
| <b>SALARY:</b>      | \$21.50-\$27.00 DOQ   |
| <b>LOCATION:</b>    | Seattle   |
| <b>BENEFITS:</b>    | Generous benefits including vacation and sick leave, 100% employer paid medical, dental, vision, and long term disability for employees, 401 (k) with employer match, and EAP |

---

**Our Mission:** To provide children facing adversity with strong and enduring, professionally supported, 1-to-1 relationships that change their lives for the better, forever.

Big Brothers Big Sisters of Puget Sound (BBBSPS) seeks outstanding candidates for this important position to advance its work of helping children build their paths to future success. The agency encourages exceptional candidates from a broad range of backgrounds to apply, including those seeking a transition from the private sector. We seek someone with a passion for our mission and who can demonstrate the interpersonal, communication and leadership skills to lead an audacious effort to expand our service to children throughout King and Pierce Counties.

**JOB SUMMARY:**

The primary duty is to provide high quality administrative support to the President and CEO. The Executive Assistant plays an integral role interacting and leading projects with the Agency's Board of Directors, Leadership Team, employees, and donors. This position will rely on experience and judgment to plan and accomplish goals as well as support the CEO in a wide range of activities and responsibilities.

**JOB RESPONSIBILITIES:**

- Manage CEO calendar, scheduling and travel: coordinate appointments with key stakeholders, set-up and track meetings, and provide relevant prep materials and appropriate follow-up
- Provide support to the Board of Directors and the Board Executive Committee (communications, meeting prep, scheduling, agendas and materials, logistics, minutes)
- Provide executive-level support for a range of local and national initiatives in which the CEO plays a lead role; tasks include: meeting scheduling and support, development of presentations and communications, and creation of agendas, briefings, and reports
- Participate in relationship building activities and communications on behalf of the CEO and organization, with key stakeholders such as board members, donors, partners, and others
- At the request of the CEO, provide staff support to other Board committees and various advisory boards.
- Provide a range of support activities including correspondence, word processing, data entry, desktop publishing, expense tracking, copying, filing, policy manual updates, and mailing
- Initiate stakeholder communications and respond to volunteer, donor, board and community requests; compose and/or edit correspondence; format documents
- Provide assistance with Internet-based research
- At the discretion of CEO, provide a range of assistance, including calendar and scheduling support, to other leadership team members
- Information management: data entry and customized querying/reporting as needed
- Provide back-up for office support as needed (reception, mail processing, and office organization).
- Assist with planning and coordinating quarterly All-Staff meetings and other meetings as requested.
- Other tasks as assigned

## **JOB QUALIFICATIONS:**

- Minimum of five (5) years relevant work experience, specifically in an executive support environment
- Detail-oriented, organized self-starter; able to manage multiple tasks and responsibilities simultaneously and meet relevant deadlines
- High level of proficiency with MS Office suite (particularly Word, Outlook, PowerPoint, and Excel) and Adobe Acrobat professional or Creative Suite
- Excellent writing, copy editing, and formatting skills; experience in drafting agendas, minutes, correspondence, presentations, reports, and other written documents.
- Commitment to communicating well with co-workers, corporate partners, donors, and community members
- Ability to maintain professionalism and confidentiality in sensitive, complex, and/or controversial situations
- Familiarity with sales or donor CRM systems
- Ability to work both independently and on collaborative teams
- Familiarity with Survey Monkey or other similar online tools
- BA/BS degree from an accredited institution preferred
- Comfortable in a fast-paced environment; demonstrated ability to work under pressure
- Passion/interest in mentoring solutions for at-risk youth
- Familiarity with public and/or private donor fundraising activities desirable
- Valid US driver's license, insurance coverage, and consistent access to a reliable mode of transportation; the job requires frequent travel for local meetings and events

**COMPETENCIES NEEDED TO BE SUCCESSFUL WITHIN OUR ORGANIZATION:** We work with each employee to generate professional development plans that reinforce skill-building and demonstration of growth in the following competencies.

- Core Competencies
  - Accountability / Workload Management
  - Customer Service Orientation
  - Growth Mindset, Adaptability
  - Cultural Sensitivity
  - Collaboration
  - Expertise in Area of Focus
- Leadership Competencies
  - Develops & Motivates Others
  - External Relationship Builder
  - Team Effectiveness
  - Emotional Intelligence
  - Organizational Growth Orientation
  - Problem-Solving
  - Initiative & Results Driven

## **WORK ENVIRONMENT:**

The physical demands and environmental conditions described are representative but not all-inclusive of those that must be met by an employee to successfully perform the functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform job functions.

- Routine office environment.
- Occasional independent travel to meeting locations in the metro area.
- Physical demands: While performing duties of job, employee is often required to stand; walk; sit; reach with hands and arms; talk and hear. Employee must occasionally lift and/or move up to 25 lbs. Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.
- Work environment: The noise level in the work environment is usually moderate.

*Equal Employment Opportunity*

BBBSPS provides equal employment opportunities to all qualified individuals without regard to race, creed, color, religion, national origin, age, sex, marital status, sexual orientation, or non-disqualifying physical or mental handicap or disability.

*Americans with Disabilities Act*

Applicants as well as employees who are or become disabled must be able to perform the essential duties & responsibilities either unaided or with reasonable accommodation. The organization shall determine reasonable accommodation on a case-by-case basis in accordance with applicable law.

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this position. They are not intended to be an exhaustive list of all duties, responsibilities, physical demands and required skills. BBBSPS may at its discretion add to or change the duties of the position at any time.

**To Apply:**

**Please submit resume and cover letter by email to [jobs@bbbsps.org](mailto:jobs@bbbsps.org) with "Executive Assistant" in the subject line**