

United Ways of the Pacific Northwest

Position Description

Title: Executive Administrative Assistant

Reports to: President & CEO

United Ways of the Pacific Northwest (UWPNW) is the regional trade association for 33 local United Ways in Washington, Oregon and Idaho. United Ways in the Pacific Northwest are committed to improving lives by mobilizing the caring power of communities to advance the common good in the areas of education, income and health.

Position Objective

To provide administrative, organizational, and bookkeeping support to United Ways of the Pacific Northwest and its President & CEO, Board of Directors, Executive Committee and member committees. To assist with planning, execution and coordination of organizational trainings, events, activities and projects.

Specific Responsibilities

Serve as administrative partner in providing support to President & CEO, members and organizational projects. Provide secretarial and administrative support including, but not limited to, correspondences and meeting minutes, management of complex administrative/marketing projects, production of reports, communication materials, scheduling, organizing and managing meetings, training, orientation, tours, and other activities. The following responsibilities are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions:

- Support President & CEO in day-to-day operations of UWPNW
- Serve as bookkeeping for UWPNW (check mail & deposit prep, invoicing, AR & AP; payroll; taxes)
- Manage organizational minutes, correspondences, schedules, policies, records, and communications
- Manage & coordinate administrative task and project work
- Keep a comprehensive calendar of events, projects, and organizational priorities
- Assist in the development of year-round communications strategies
- Assist with development and implementation of year-round, possibly multiyear, training plan
- Arrange for meeting logistics i.e. hotel, meeting space, catering, travel and meeting materials
- Manage Website & IT Infrastructure
- Conduct special projects in support of members, as assigned
- Maintain positive working relationships with Board, Members, donors, staff and general public
- Perform other administrative/organizational projects as requested

Qualifications

- College degree in business management or five years of general administrative and/or bookkeeping experience (or equivalent combination of training and education).
- Experience in organizational, projects coordination and management.
- Successful track record as a leader, organizer, team builder, problem solver.
- Strong interpersonal skills/
- Excellent communication skills, both written and oral
- Ability to support the work of several committees, and maintain effective working relationships with all staff, agencies, donors, and volunteers. Perform as key member of high performance team.
- Ability to work independently, making mature and sound decisions under constant deadline pressure.
- Ability to manage and prioritize competing needs and work well independently.
- Strong technical skills and proficiency with computers and a various of databases, letter merging, all MS Office applications.
- Experience in desktop publications, graphic design/layout and photo editing.
- Willingness to travel (compensated) and occasionally work early/ late depending on projects.
- Must consent to criminal background and full credit checks.

Position Classification/ Compensation

Half time, hourly position (20 hours/ week) in downtown Olympia, WA with negotiable benefits, retirement plan and generous annual leave including paid vacation/holidays. Salary Range: \$18 to \$20 hourly.

Application

Check our website at www.uwpnw.org for the job description. Submit Resume; cover letter, and at least three working references to: United Ways of the Pacific Northwest by email only to Jobs@uwpnw.org. For inquiries email or call 360-451-9053.

Application review will begin September 24th. Open until filled.

United Ways of the Pacific Northwest is an Equal Opportunity Employer and makes its hiring decisions without regard for race, ethnicity, gender or sexual orientation.