



## Job Description Executive Assistant

|             |                     |                 |                                   |
|-------------|---------------------|-----------------|-----------------------------------|
| Job Title:  | Executive Assistant | Status:         | Regular Full-Time                 |
| Reports To: | Executive Director  | Salary range:   | \$19.50-\$21.50 per hour, DOE/DOQ |
| Program:    | Administration      | Classification: | Non-Exempt                        |

The Mockingbird Society is a non-partisan advocacy organization focused on transforming foster care and ending youth homelessness. We do this by creating, supporting, and advocating for racially equitable, healthy environments that develop youth and young adults at risk of or experiencing foster care or homelessness. Our efforts are rooted in and guided by the voices of the communities we serve and those with lived experience in the systems we are trying to change. Ultimately, we want each and every young person, regardless of race and individual experience, to reach adulthood with an equitable opportunity to thrive.

### POSITION SUMMARY

Under the supervision of the Executive Director, the Executive Assistant is responsible for providing high level administrative support to the Executive Director and the Board of Directors. The Executive Assistant will also assist the Director of Finance and Administration in maintaining an efficient and highly functioning office environment.

The Executive Assistant will maintain positive working relationships with staff at all levels across the agency and will help promote the goals, mission, and philosophy of The Mockingbird Society through the functioning of the Executive office.

### ESSENTIAL RESPONSIBILITIES

#### Executive Director Support

- Manage Executive Director's schedule and calendar and ensure the Executive Director is briefed on and has materials for appointments, meetings, speaking engagements, and travel.
- Manage Executive Director's calls and email; screen, direct, problem-solve as appropriate.
- Coordinate, track, and respond to Executive Director proposals, inquiries, and requests for approvals in a timely manner, both internal and external.
- Coordinate logistics for high level meetings involving the Executive Director.
- Assist with composition, editing and proof-reading of Executive Director correspondence, including letters, grants, presentations, and high-level communications with funders, legislators, and constituents.
- Act as point of contact for Executive Director's visitor and callers, and in his/her absence, greet visitors, provide tours, brochures, etc.
- Submit and file lobbying expense report in coordination with Executive Director and finance staff.

#### Board of Directors

- With the Executive Director, function as The Mockingbird Society's main point of contact with the Board of Directors.



- Schedule Board and committee meetings, prepare and disseminate meeting materials and manage content and meeting logistics for Board meetings and committee meetings as assigned.
- Schedule meeting space and order food for all Board meetings
- Draft, edit, and format a variety of Board materials including agendas, meeting minutes, presentations, rosters, etc.
- Maintain Board email distribution lists.
- Coordinate logistics and paperwork for new and resigning Board members, including running background checks.

#### Other

- Provide administrative support for senior management team meetings.
- Provide scheduling support for the Deputy Director.
- Facilitate signing of, track, and maintain files for all agency contracts and agreements.
- In collaboration with Director of Finance & Administration, maintain corporate files.
- Coordinate with Administrative Coordinator on mail collection/distribution and cash receipts processing.
- Act as backup for Administrative Coordinator on office management tasks (supplies, equipment, etc).
- Monitor agency general information email account; forward messages as necessary for followup.
- Other duties as assigned.

#### **QUALIFICATIONS**

- Experience with, and/or commitment to having, race equity, social justice, and LGBTQ/cultural competence be a workplace priority.
- At least two years of experience in an executive/administrative support or related role is preferred.
- Experience managing complex calendars/schedules and in coordinating complex meetings, including recording meeting minutes.
- Proficient in Microsoft Office, including Word, Excel, PowerPoint, Outlook and mail merge functions.
- Experience with Adobe Professional a plus.
- Excellent interpersonal skills; ability to work with all levels of internal staff as well as community members, foster and kinship youth, and legislators.
- Excellent written and verbal communication skills.
- Ability to uphold confidentiality policy as it relates to sensitive information about staff, youth, foster parents, legislation, constituents, etc.
- Ability to work independently as well as with a team.
- Ability to maintain a professional and respectful demeanor in a diverse, fast-paced work environment and with a wide variety of constituents.
- Must be highly organized, analytical, detail-oriented, and able to multitask, meet deadlines, balance priorities, and follow through on assigned tasks to completion.
- Available to work some evenings and weekends.
- AA degree or a comparable combination of education and experience. Bachelor's degree or equivalent experience is preferred.



## OTHER REQUIREMENTS

- Ability to perform physically; exerting 50 pounds of force occasionally and 10 pounds frequently.
- Upon date of hire, must be able to pass a Washington State and national criminal history check.
- Must have valid driver's license, appropriate insurance and access to a vehicle or source of transportation for regular business use throughout Washington.
- Available to work some evenings and weekends with occasional local travel, as needed.

## EMPLOYMENT POLICY

The Mockingbird Society is an Equal Opportunity employer. Employment is based upon individual qualifications without regard to race, color, sex, religion, national origin, citizenship, age, marital status, veteran status, disabilities, political ideology, sexual orientation, gender identity, or any other legally protected status. **We welcome all applicants, especially individuals with experience as foster care providers, alumni of foster care, and those who have experienced youth homelessness.**

## COMPENSATION

The approved pay range for this position is between \$19.50 and \$21.50 per hour, depending on experience and qualifications. Benefits include medical/dental insurance, generous vacation, sick leave, annual holidays, and a SIMPLE IRA retirement plan with employer match.

## HOW TO APPLY

Send resume and cover letter to [jobs@mockingbirdsociety.org](mailto:jobs@mockingbirdsociety.org) with "Executive Assistant" in the subject line.

The Mockingbird Society is committed to actively creating racial equity and eliminating the impact of intersectionality by embodying the changes we want to see in our work. **Applicants are requested to include a statement regarding how they would support and further this goal in their cover letter.**

Position is open until filled; priority consideration will be given to applications received by **January 25, 2019**. Due to our desire to most effectively use our time in service to our mission, we ask that prospective candidates follow the instructions above; no calls, please.