



Administrative Specialist

POSITION DESCRIPTION

Reports to: Chief Executive Officer

Type of Position: Regular Full-Time, Exempt

Full Salary Range: \$4,166 - \$5,541 /month

Starting Salary Range: \$4,166 - \$4,579/month

JOB SUMMARY:

The **Administrative Specialist** role is a highly visible position at PacMtn, requiring interaction with a broad range of internal and external stakeholders and playing a key role in support of our mission. Reporting to the CEO, the EA provides overall administrative and project support to the CEO and serves as a key liaison to the board of directors. The Administrative Specialist also has extensive interaction with community stakeholders.

The Administrative Specialist will oversee the front office reception and assure all guests have an exceptional visitor experience. The position sets the standard for office protocol, environment, and procedures. Coordinate and support organization-wide activities and events, Board meetings and retreats, and staff meetings. This position is the primary scheduling contact and executive support for the CEO and as assigned, may assist with administrative tasks for other executive staff and Board members.

Administration for Board support, including weekly executive meeting preparations, technical assistance, Board meeting facilitation and minutes which follow Robert's Rules of Order, official meeting documentation, communication with Board Members, maintaining Board records, training, tracking assignments and activities. This position also plans and facilitates the Elected Officials Consortium meetings and Executive Finance Committee meeting and completes expense reports for Board members and the CEO.

Professionalism, the ability to cultivate relationships, and flexibility to adapt to the changing needs and priorities of a growing organization are essential in representing the CEO and the executive leadership team.

PRIMARY RESPONSIBILITIES:

1. Provide support and project coordination for a range of initiatives in which the CEO plays a lead role.
2. Manage the CEO's calendar and daily workflow, juggling competing priorities as necessary and making appropriate and informed decisions regarding available time.
3. Schedule internal and external meetings, coordinating all logistics and details, providing relevant preparation materials, and ensuring appropriate follow-up.



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4. Screen, direct, respond to, and prioritize calls and correspondence, facilitating the smooth exchange of information as a first point of contact for staff, board members, and external partners.
5. Coordinate travel arrangements for the CEO and board members, including flights and lodging.
6. Provide support to the board and several board committees. Schedule and arrange meetings, compile and distribute materials, attend meetings, prepare meeting minutes, and maintain corporate documents.
7. Plan and oversee logistical arrangements for board and board committee meetings, including space and facility needs, meals and refreshments, supplies, and technology. (Quarterly meetings are held around the state.)
8. Coordinate and support organization wide activities and events, board meetings, retreats and staff meetings.
9. Supervise and training of intern and work experience employees helping to manage the front reception area.
10. Compose, edit, design, and format documents.
11. Complete expense reports for reimbursement.
12. Oversee the front office reception area and environment ensuring an exceptional visitor experience.

Knowledge and Skills

1. Commitment to equity and social justice, and strong alignment with our organizational values
2. Desire and ability to work with people of diverse backgrounds, cultures, perspectives, and lived experiences
3. Strong verbal and written communication skills combined with the ability to listen deeply and authentically
4. Demonstrated capacity for self-reflection
5. Demonstrated ability to take initiative and contribute to the goals of a dynamic and growing organization
6. Ability to learn and anticipate the needs of executives and board members



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7. Ability to communicate with others on behalf of the CEO and board
8. Ability to be self-directed, take ownership, and see projects to completion in a timely manner
9. Excellent interpersonal skills, and a strong customer service orientation
10. Excellent writing, copy editing, and formatting skills
11. High degree of personal and professional integrity and the ability to work with confidential information
12. Ability to work collaboratively, exercising good judgment, decision-making, and problem-solving skills to achieve shared goals
13. Strong project management, organizational skills, and attention to detail
14. Appreciation for how short-term projects contribute to successful implementation of long-term strategies
15. High-level of proficiency with Microsoft Office (Outlook, Word, Excel, PowerPoint, Publisher, and SharePoint) and Adobe (Acrobat DC), and ability to quickly adapt to new technologies

MINIMUM REQUIREMENTS:

Successful candidates will demonstrate:

- Minimum of three years in an executive assistant capacity or 5 years executive administrative assistant with proven ability to excel at the responsibilities of this role
- Prior experience providing high-level support to executive leadership, boards, committees, or other similar work groups
- Minimum of five years of experience coordinating projects and initiatives
- Experience working under pressure and managing multiple, competing tasks and priorities
- Experience drafting agendas, presentations, reports, and correspondence on behalf of senior executives
- Relevant post-high school degrees, training or certificates that endorse candidate ability to excellently complete the required tasks.

WORKING CONDITIONS/PHYSICAL REQUIREMENTS:

- The work is performed in an office environment. Minimal bending, stooping, kneeling or lifting involved. Minimal travel required.
- PacMtn is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. Washington Relay 711.