



# EXECUTIVE ASSISTANT AND OFFICE MANAGER

## JOB DESCRIPTION

### BASIC INFORMATION

Job Title: Executive Assistant and Office Manager      Travel Requirements: Limited

Status: Full Time, Exempt      Supervisor: CEO

Place of Performance: Hybrid: in office T/Th; remote M/W/F      Direct Reports: None

### THE OPPORTUNITY - About Washington STEM

Young people grow up in Washington surrounded by a thriving science, technology, engineering, and math (STEM)-based economy, yet they don't always receive the support they need to participate. Washington STEM is a statewide, education nonprofit leveraging STEM for social change, removing barriers to credential attainment, and creating pathways to long-term economic security for historically excluded students.

Washington STEM aims to close pervasive systems gaps for students of color, low-income students, rural students, and girls, by focusing on three critical education spaces: early learning, K-12 STEM, and career pathways. We envision a state where skin color, zip code, income, and gender do not predict educational and career outcomes.

### POSITION SUMMARY

This position is an outstanding opportunity for a highly motivated executive assistant to assume a pivotal role in the evolution of a fast-growing, highly respected organization. The Executive Assistant and Office Manager (the EA) is responsible for providing comprehensive support to the CEO and managing the organization's office operations. This dynamic position requires the ability to anticipate needs, think critically, and offer solutions to problems with a high level of professionalism and confidentiality.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

#### EXECUTIVE ASSISTANT

- Provide sophisticated calendar management for CEO. Prioritize inquiries and requests while troubleshooting conflicts; make judgements and recommendations to ensure smooth day-to-day engagements.
- Complete a broad variety of administrative tasks that facilitate the CEO's ability to effectively lead the organization, including assisting with special projects; designing and producing complex documents, reports, and presentations; collecting and preparing information for meetings with staff and outside

parties; composing and preparing correspondence; maintaining contact lists; making travel arrangements; and completing expense and mileage reports.

- Serve as the primary point of contact for internal and external constituencies on all matters pertaining to the CEO, including those of a highly confidential or critical nature. Prioritize and determine appropriate course of action, referral, or response, exercising judgement to reflect CEO's style and organization policy.
- Work closely with the CEO to keep them well informed of upcoming commitments and responsibilities, following up appropriately. Act as a "barometer," having a sense for the issues taking place in the environment and keeping the CEO updated. Anticipate CEO's needs in advance of meetings, conferences, etc.
- Provide "gatekeeper" and "gateway" role, providing a bridge for smooth communication between the CEO and staff, demonstrating leadership to maintain credibility, trust, and support with the Executive Team. Complete projects by assigning work to appropriate staff, including the Executive Team, on behalf of the CEO.
- Work with the Executive Team to coordinate the CEO's outreach activities. Follow up on contacts made by the CEO to cultivate ongoing relationships.

## OFFICE MANAGEMENT

- Manage all aspects of the organization's office services. Evaluate and assist in developing office policies and procedures for improved workflow and anticipate future needs as organization grows. Assist in the selection of vendors and purchase equipment, services, and supplies necessary for operation of organization.
- Purchase and replenish office materials such as snacks, printer supplies, paper, office supplies, etc.
- Support the onboarding of new employees (building tours, maintain operations manual)
- Act as primary liaison to McKinstry for facilities requests including parking passes, keys, badges, and furniture. Be primary floor warden for emergencies.
- Maintain Asset tracking spreadsheet
- Provide hospitality to all guests and help to create a welcoming environment.
- Answer main phone line and respond to inquiries.
- Process and distribute daily mail, including depositing checks.
- Invest in building long-lasting relationships both externally and internally.
- Other projects/duties as assigned for the overall benefit of the organization.

## EVENT MANAGEMENT

- Manage (location reservations, catering, supplies, agenda support, AV, etc.) all internal meetings, including staff meetings, staff retreats, and holiday parties.
- Provide support for external event management.
- Coordinate logistics for all Executive Team meetings and retreats.

## QUALIFICATIONS/KNOWLEDGE, SKILLS, AND ABILITIES

- Strong ability to execute work with a diversity, equity, and inclusion lens.
- Significant executive support experience, including supporting C-level executives.
- Expert proficiency with Microsoft Office and desktop publishing software; ability to design and edit graphic presentations and materials.
- Strong verbal and written communication skills.
- Exceptional organizational skills and impeccable attention to detail.

- High degree of professionalism in dealing with diverse groups of people, senior executives, staff, community leaders, donors, and funded partners.
- Make appropriate, informed decisions regarding priorities and available time.
- Ability to complete a high volume of tasks and projects with little or no guidance.
- Ability to react with appropriate level of urgency to situations and events that require quick response or turnaround.
- Able to maintain a high level of integrity and discretion in handling confidential information.
- Excellent judgment is essential.
- Ability to switch gears at a moment's notice.
- Thrive in an intense, do-it-yourself, start-up environment.
- Ability to work well within a cross-functional team environment and diverse communities.

## PHYSICAL REQUIREMENTS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job:

- Able to operate a computer and other office productivity equipment; able to remain stationary at a computer for extended periods of time and move around their assigned workspace.
- Ability to work in open office format. Washington STEM's office design is an open format and the noise level in the work environment is usually low to moderate.
- Frequently move up to 10 pounds and occasionally move up to 20 pounds.

## BENEFITS

- Health, dental, vision, Rx, short-term disability, long-term disability, and life insurance.
- Paid time off and holidays, including week at the end of the year
- Matching 401(k)
- Cell phone reimbursement
- Flexible spending account

## HOW TO APPLY

Washington STEM is a proud equal opportunity employer committed to an inclusive work environment and to building a team that reflects the rich diversity of our community. People of color, people with disabilities, and people of diverse sexual orientations, gender expressions, and identities are encouraged to apply.

To apply, please submit your resume and a cover letter to [hr@washingtonstem.org](mailto:hr@washingtonstem.org). Your cover letter should express your specific interest in this role and include a personal equity statement.

Compensation for this role is competitive. The salary range is \$64,309 - \$75,494 and salary will be commensurate with candidate experience. Anyone interested in the position is encouraged to apply early in the process.