



EXECUTIVE ASSISTANT AND OFFICE MANAGER

JOB DESCRIPTION

BASIC INFORMATION

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

Status: Full Time, Exempt **Supervisor:** Chief Operating Officer

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 do not 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 self-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. The EA position is central to maintaining our mission-based culture. This dynamic position requires the ability to anticipate needs, think critically, and offer solutions to problems with a high level of professionalism and confidentiality. This position will require leadership on a diverse set of tasks, projects, and events, including being the trusted gatekeeper to our CEO.

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. Build relationships with our partners in order to support CEO calendar negotiations.
- Manage 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.

- Act as a thought partner to the CEO. Provide guidance, support, and observations when asked to help solve problems.
- 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.
- Manage CEO's 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. Ensure CEO is prepared for all 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.
- Ensure CEO led meetings are setup, run smoothly, meeting minutes are captured, and action items are distributed.

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 (Landlord) for facilities requests including parking passes, keys, badges, and furniture. Be primary floor warden for emergencies.
- Maintain Asset tracking spreadsheet
- Maintain front office presence including phone line.
- 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

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

BOARD OF DIRECTORS

- Staffs the Board of Directors Finance and Audit and Governance committees, including recording the minutes for each.
- Maintains board rosters.
- Maintains strong working relationships with board members, assistants, and deputies.
- Schedules all board and committee meetings and drafts agendas for same.
- Compiles and distributes all materials for board and committee meetings.
- Records board meeting minutes on behalf of the board secretary.
- Tracks board attendance and quorums.

- Recommends and prepares all resolutions.
- Adheres to compliance with applicable rules and regulations set in bylaws regarding Board matters.

INFORMATION TECHNOLOGY

- Manages information systems operations, including light desktop support.
- Maintains inventory of all equipment and labels all new equipment.
- Supervises IT consultants, including confirming current consultants are meeting the organization’s needs within budget.
- Acts as global administrator for Box.com, Office 365, Adobe, Sophos, Proofpoint, and other org-wide cloud systems.
- Collaborates with senior controller on IT security training for staff.

QUALIFICATIONS/KNOWLEDGE, SKILLS, AND ABILITIES

- 7+ years supporting C-level executives in the Executive Assistant role.
- Strong ability to execute work with a diversity, equity, and inclusion lens.
- Strong desire to be proactive, be curious, and have a growth mindset.
- 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 AND COMPENSATION

- Health, dental, vision, Rx, short-term disability, long-term disability, and life insurance.
- Paid Time Off at an accrual rate of 6.462 hours per payroll, with accrual rate increasing with tenure
- 17 Paid holidays, including one week at end of each calendar year

- Matching 401(k)
- Flexible spending account
- Cell phone reimbursement
- Mileage reimbursement for work-related travel beyond normal commute
- Other compensation: discretionary bonuses

Compensation for this role is competitive. The salary range is \$78,329 - \$91,951 and salary will be commensurate with candidate experience. Anyone interested in the position is encouraged to apply early in the process.

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. Your cover letter should express your specific interest in this role and include a personal equity statement.