



EXECUTIVE OFFICE MANAGER

JOB DESCRIPTION

Job Title: Executive Officer Manager

Reports to: CEO

Direct Reports: N/A

Job Classification: Full time, exempt

Job Location: Seattle, WA; hybrid in-office and remote. Residence in Washington state and the ability to come into the office on Tuesdays and Thursdays are required.

Schedule: Typical weekly hours for this position are Monday – Friday, 9am-5pm

ABOUT US

Since 2011, Washington STEM remains dedicated to tackling the root causes of educational inequity and economic injustice so that learners in every corner of our state have what they need to become STEM-literate adults ready to step into in-demand, family-sustaining jobs. As a statewide education nonprofit located in Seattle, we have a statewide reputation for our strengths in partnership, data, and advocacy.

Our Values

- Community
- Collaboration
- JEDI (Justice, Equity, Diversity, and Inclusion)
- Learning and Innovation
- Trust

To learn more about us, please visit washingtonstem.org

ABOUT THE POSITION

The Executive Office Manager (EOM) is responsible for providing comprehensive support to the CEO and managing the organization's office operations in close collaboration with the CEO, Executive Team (ET), Operations (Ops) team, and Board of Directors.

The EOM reports directly to the CEO to ensure alignment with the CEO's priorities and serves as their primary Executive Assistant for seamless scheduling, communication, and board engagement. In addition, the role carries key day-to-day operational responsibilities as Office Manager and partners with the Chief Strategy & Operations Officer (CSOO) to support organizational efficiency.

This is a unique opportunity to sit at the center of organizational leadership—partnering closely with the CEO while also shaping the systems and supports that allow the entire staff to thrive and fulfill the Washington STEM mission.

The following statements below are intended to describe the general nature and level of work to be performed by individuals assigned to this position. They are not intended as a comprehensive list of all responsibilities, duties, and skills required of personnel so classified.

Core Functions and Responsibilities:

Executive Support (50%)

- Provide sophisticated calendar management for the CEO. Prioritize inquiries and requests while troubleshooting conflicts; make judgments and recommendations to ensure smooth day-to-day engagements. Build relationships with staff and partners to support CEO calendar negotiations.
- Manage a broad variety of administrative tasks that facilitate the CEO's ability to effectively lead the organization, including but not limited to: collecting and preparing information for meetings with staff and external stakeholders; composing and preparing correspondence; making travel arrangements; and completing expense and mileage reports.
- Develop reports and presentations when needed in partnership with Communications Team.
- 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.
- Partner with the Executive Team and Resource Development Team to coordinate the CEO's outreach activities. Follow up on contacts made by the CEO to cultivate and maintain ongoing relationships.
- In collaboration with the CEO and Executive Team, ensure executive and staff meetings are set up, run smoothly, meeting minutes are recorded, and action items are distributed.
- Coordinate all logistics for Executive Team meetings and retreats.
- Lead and manage logistics of internal and CEO-sponsored meetings and events, such as staff meetings, staff retreats, and holiday celebrations.

Contribute to High-Impact Operations Team (25%)

- Partner with Chief Strategy & Operations Officer (CSOO) to develop and execute annual work plan for performance management and professional development that aligns with annual strategic plan goals.
- Participate in bi-monthly Ops team meeting; and attend bi-monthly finance, operations, and communications meetings.
- In collaboration with Ops team evaluate and help develop office policies and procedures to improve workflow, anticipating future needs as the organization grows.
- Manage office supplies inventory and appearance of office environment.
- Assist in selecting vendors and purchasing equipment, services, and supplies necessary for organizational operations.
- Support the onboarding of new employees.
- Partner with Operations Manager to support internal communications.
- Build and maintain positive, long-term relationships with both internal and external stakeholders.
- Partner with CSOO to monitor department budget to ensure fiscal responsibility.

Support Board of Directors (15%)

- Schedule all board and committee meetings; draft meeting agendas and relevant resolutions; maintain board rosters; develop the annual board rhythm of business; track attendance and quorum; and compile and distribute all pre-meeting materials.
- Attend all Board of Directors and committee (Finance and Governance) meetings; manage meeting technology, take notes, and draft meeting minutes on behalf of the board secretary.
- Maintain strong working relationships with board members.

- Ensure compliance with applicable rules and regulations as set forth in the bylaws regarding board matters.

Participate in Collaborative and Inclusive Culture (10%)

- Support a culture of continuous improvement and development of systems to track progress towards key goals.
- Participate in intentional learning efforts, including events and opportunities relating to understanding and dismantling institutional racism and building cultural humility.
- Contribute toward a positive, inclusive work environment, and participate actively in staff meetings and events, as required.

Physical Requirements

The physical demands described here are representative of those that need to 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 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 typically low to moderate.
- Ability to occasionally lift up to 25lbs.

ABOUT YOU

Position-Specific Qualifications and Experience

- Proven experience supporting C-suite executives or managing complex operations, with a proactive and problem-solving mindset.
- Proactive, curious, flexible and growth-minded with strong problem-solving skills.
- Exceptional organizational skills, attention to detail, and the ability to manage multiple priorities in a fast-paced, dynamic environment.

General Qualifications and Experience

- Maintain regular communication with supervisors regarding work plans and proactively seek guidance regarding priorities and timelines.
- Demonstrated success in accomplishing significant results via teamwork and leadership.
- Able to thrive in a collaborative and energetic work environment.
- Demonstrated commitment to JEDI (Justice, Equity, Diversity, and Inclusion).
- High professionalism and integrity when working with diverse stakeholders and handling confidential information.

Knowledge, Skills, and Abilities

- Strong ability to execute work centering JEDI.
- Strong alignment with our organizational mission and values.
- Ability to be flexible and responsive to changing priorities.
- Ability to be self-directed, take ownership, and see projects and initiatives to completion in a timely manner.
- Excellent verbal and written communication skills.
- Ability to work collaboratively, exercising good judgment, decision-making, and problem-solving to achieve shared goals.



- Proficient in Microsoft Office Suite (Word, Excel, Outlook) and online meeting tools, such as Zoom and Teams.
- Skilled in designing and editing presentations and materials; experience with Slack preferred.

COMPENSATION

The salary range is \$66,887 - \$93,642. New hires typically start between the minimum and mid-point of the range, and the offered salary will be commensurate with the selected candidate's experience and qualifications.

Additional Benefits:

- Employer-paid medical, 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
- Professional development fund
- Mileage reimbursement for work-related travel beyond normal commute

HOW 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 statement regarding your personal commitment to equity.

Washington STEM is a proud equal opportunity employer, committed to addressing discriminatory practices, and to working toward racial equity. The equal employment opportunity policy of Washington STEM provides fair and equal opportunities for all employees and job applicants regardless of race, color, religious creed, national origin, ancestry, age, sex, gender identity, pregnancy, sexual orientation, marital status, familial status, disability, genetic information, protected veteran status, or other protected classes under the law in compliance with applicable federal, state and local law.

We are committed to an inclusive work environment and to building a team that reflects the rich diversity of our community. Women, BIPOC, individuals with disabilities, LGBTQIA+, and candidates who represent the diversity and lived experiences of the communities with which we work with are strongly encouraged to apply.