



## EXECUTIVE ASSISTANT

Over a decade in the making, Waterfront Seattle is a once-in-a-generation opportunity to fulfill the public's vision for our city's waterfront: beautiful public spaces for all, a salmon-friendly seawall, and year-round activities for culture, education, and fun. Seattle's future waterfront will be a lively mixing ground for our community while nurturing our nearshore environment.

**Friends of Waterfront Seattle** ("Friends") is the nonprofit partner to the City of Seattle responsible for helping to fund, build, steward, and program the park – today and into the future. In addition to raising \$110M by 2024 to fund park construction, Friends will support the ongoing operations of the future Waterfront Park through a joint delivery partnership with Seattle Parks & Recreation. Park construction begins after the Viaduct's removal and the first piece of the park — Pier 62 — will open in early 2020.

Friends is looking for an experienced **Executive Assistant** to perform a wide range of administrative duties, including executive support, events and project management, and Board relations support. This role is a key member of the Strategic Initiatives team and requires an organized, detail-oriented, multitasker who is able to handle many diverse projects at once and meet tight deadlines.

## ROLE RESPONSIBILITIES

Below is a summary of key role responsibilities. Additional responsibilities may be assigned as needed.

### Event & Project Management

- Lead, manage, and collaborate on recurring events, meetings and special events for the organization. This includes arranging venues, catering, event staffing and audio/visual needs; drafting supporting agendas, emails, and memos; assisting with briefings, presentations, and surveys/evaluations; and coordinating and planning events from start to finish according to requirements, target audience, and objectives.
- Manage and support projects for the Executive Director and Director of Strategic Initiatives; other program support as assigned.
- In partnership with the Director of Strategic Initiatives, create and manage the project timeline for fulfilling objectives related to the organization's Strategic Initiatives.
- Manage event and project-related materials including, but not limited to: timelines, project plans and budgets; proactively anticipate and manage project issues and risks as needed.
- Act as the liaison/point of contact for projects and communicate status updates to project participants and stakeholders.
- Coordinate complex project and stakeholder meetings related to organizational initiatives, including venue arrangements, scheduling, agenda creation, materials coordination, action items follow up, task assignments, and meeting facilitation.

### Executive Support

- Assist in facilitating open communication and support an efficient, agile work environment for the organization's members and the Executive Director.
- Provide high-level administrative support to the Executive Director including, but not limited to, handling internal/external scheduling requests and meeting arrangements, preparing materials as assigned, and managing meetings.
- Assist in understanding and building organizational functions, including technology tools, in order to effectively support initiatives.

- Manage various office equipment and IT vendor relationships, and proactively anticipate and field service needs.
- Manage travel and conference planning/coordination across the organization, including expense reporting needs.
- Triage all incoming meeting requests and liaise with the Director of Strategic Initiatives to evaluate time management decisions on behalf of the Executive Director.
- Proactively manage organization-wide, Board, and committee meeting calendar with the utmost attention to accuracy and coordinate advance planning.
- Schedule and coordinate meetings involving the Executive Director and/or the Director of Strategic Initiatives, including logistics planning, distribution of meeting materials, creation of proposed agendas, minute taking, and communicate outcomes, decisions, and actions to all relevant stakeholders as per instructions.
- Prepare the Executive Director for internal and external appearances and speaking engagements, including managing the timeline of support needed from others organizing or reviewing briefing documents, agendas, emails, memos, presentations, and reports. Ensure that all corresponding office files are maintained.
- Provide other operational and administrative support as assigned.

### **Board Relations Support**

- Under the direction of the Executive Director, manage Board relations and, where appropriate, bring other team members in to support Board meetings and Board committee meetings, including meeting/event planning and implementation. Specific tasks will be assigned and reviewed periodically among the Executive Director, Director of Strategic Initiatives, and Chief Philanthropy Officer.
- Manage and oversee on-boarding of new Board members.
- Facilitate annual Board conflict of interest disclosure process.

### **SKILLS AND COMPETENCIES**

The skills listed below are representative of the knowledge, skill, and/or behavior required to successfully perform this role.

- Demonstrated expertise related to management of confidential information and ensuring that information is maintained in a confidential manner.
- Demonstrated experience and success working in a collaborative environment, serving the needs of the leadership to carry out initiatives of the organization.
- Superior experience with Microsoft Outlook, Word, Excel, PowerPoint, and G Suite.
- Excellent written and verbal communication skills, organizational skills, and multi-tasking abilities.
- Must have the ability to work independently and take initiative in an agile environment.
- Must exhibit excellent dependability, judgement and flexibility in dealing with changing priorities.
- A good understanding of Board governance.

### **QUALIFICATIONS**

- Minimum of four years of progressively complex administrative experience, advanced project management, event planning, communications experience, or equivalent experience required.
- Bachelor's degree or other relevant equivalent educational attainment or certification preferred. Equivalent work experience may be considered in lieu of an educational degree or certification.
- Experience providing administrative support to senior- or executive-level leaders.
- Experience in overseeing event and meeting planning.
- Schedule flexibility and the ability to work outside of regular business hours, including some nights and weekends.

## ORGANIZATIONAL VALUES

Friends is an ambitious organization that welcomes diverse qualified team players who, like all members of the Friends team, possess a “do all jobs” mentality and strive to achieve excellence in all tasks. Friends offers team members the opportunity to take on significant responsibilities on multi-disciplinary projects in a congenial work environment. While Friends is a 501c3 nonprofit organization, Friends’ culture is more akin to a start-up with an entrepreneurial spirit. Friends is committed to equal employment opportunity and the same inclusive, diverse, and multi-cultural atmosphere that we envision for the future Waterfront Park. This position is open to all qualified candidates and people of all backgrounds, communities, and cultures are encouraged to apply.

## COMPENSATION AND BENEFITS

The Executive Assistant is a full-time position reporting to the Executive Director with a starting salary range of **\$60,000 to \$70,000**, depending on experience. Vacation, health care, dental coverage, and transit pass are paid by the organization. Ability to participate in defined contribution retirement plan with 3% match by the organization.

## TO APPLY

Send cover letter explaining how your experience meets the qualifications needed for the position, along with a resume, to [careers@friendsofwaterfrontseattle.org](mailto:careers@friendsofwaterfrontseattle.org).

If you need assistance and/or a reasonable accommodation due to a disability during the application or recruiting process, please note in your submission.

Applications will be accepted until March 30, 2020 with hiring date in April 2020. Only applicants selected for interview will be contacted.