

**SEATTLE
COUNSELING
SERVICE**

Senior Executive Assistant Job Announcement

Seattle Counseling Service (www.seattlecounseling.org) is a non-profit community resource that advocates, educates and serves to advance the social well-being and behavioral health of the Lesbian, Gay, Bisexual, Transgender, and Queer (LGBTQ) community. SCS is seeking a Senior Executive Assistant to the Executive Director.

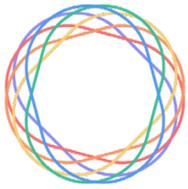
The Senior Executive Assistant provides high-level administrative support to the Executive Director, with the goal of advancing the social well-being and mental health of the LGBTQ community. The successful candidate will manage the Executive Director's calendar and inbox, arrange meetings with executive staff and Board of Directors, coordinate communication and trainings across the organization, project manage events, perform administrative tasks, and suggest/implement ideas for improving organizational effectiveness. This position interacts with all staff and has a high level of influence within the organization. The selected candidate will be comfortable being a "go-to" person who can problem-solve with limited guidance.

The Senior Executive Assistant does not supervise staff, though they are expected to provide mentoring and guidance to SCS colleagues. This position is exempt from the Fair Labor Standards Act and is not subject to overtime pay. Additional pay is available for fluency in multiple languages.

Responsibilities

Executive Coordination (40%)

- Manage Executive Director's highly active calendar, using independent judgement to schedule and prioritize meetings that align with the Executive Director's objectives
- Monitor Executive Director's inbox; communicate with internal and external audiences in the style of the Executive Director on their behalf
- Ensure deadlines are met for materials requiring attention of the Executive Director
- Purchase supplies for Executive Director and high-priority events
- Provide high-level coordination to Board of Directors and other high-level partners: schedule meetings, prepare materials, create agenda, manage onboarding, serve as liaison, participate in committee activities, plan board retreats



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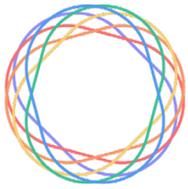
Staff, Event, and Program Coordination (40%)

- Chair Training Committee and coordinate operations in support of ongoing intern training program: manage budget, gather and distribute feedback to committee and management, make recommendations, screen trainers, delegate tasks. Training topics include cultural humility, diversity, inclusion, oppression, trauma informed practices, clinical methodologies
- Independently support and manage, from conception to execution, the Training Institute program, which provides LGBTQ cultural competency trainings to external agencies, drawing on a faculty of trainers within the agency and SCS alumni
- Plan and coordinate full day offsite trainings; assist with planning signature fundraising events and staff events on day of show
- Coordinate catering for meetings
- Provide logistical support in planning and implementing large annual events (ICON, LEO, Sweethearts); liaison with vendors to book hotels, transportation, entertainment, etc.
- Mobilize and direct the work of event volunteers
- Ensure quality and logistics on the day of events: set-up / tear down, registrations, name tags, decorations, etc.; troubleshoot event issues as they arise
- Network with event participants on behalf of SCS and provide an overall positive experience for guests

Administrative / Technical (20%)

- Create slideshow marketing materials for clients and staff
- Create and distribute a variety of employee/client surveys; synthesize data and feedback for leadership review
- Coordinate data and reporting for compliance with contracts and grants
- Maintain SharePoint intranet
- Perform data entry into eTapestry
- Prepare contracts with private insurance companies; maintain file system for contracts
- Take notes in meetings, capture action items, ensure completion of deliverables
- Serve as the Credentialing Coordinator for the agency
- Backup the Executive Assistant for Deputy Director
- Other duties as assigned

Please note this job listing is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required for this job.



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Position Competencies:

- Executes operations with limited supervision that advance the vision of the Executive Director
- Communicates with tact and diplomacy across all levels of the organization
- Maintains positive relationships and credibility with leadership, stakeholders, vendors, and employees
- Multi-tasks, juggles competing priorities, and handles consistent interruptions
- Computer proficiency: MS Office Suite, SharePoint, Windows, eTapestry; can learn new technologies as needed
- Highly organized and strong attention to detail
- Strong sense of initiative to see projects to completion
- Problem-solving, especially when guidelines are unavailable
- Consistent and reliable; can be depended on by all levels of the organization
- Willingness to teach, grow, and develop staff
- Cultural sensitivity to LGBTQIA+ and mental health issues
- Mindful of intersectionality and individual identities
- Acts with integrity and upholds a high standard of ethics

Minimum Qualifications

- Associate's degree plus two years' experience as an administrative assistant or secretary, or equivalent combination of education and experience.

Desired Qualifications

- Bachelor's degree in Administration, Non-profit Management, Organizational Behavior, Leadership, Gender / Sexuality / Ethnic / Disability Studies, Psychology, Sociology, or related field
- Three years' experience providing executive-level support in a non-profit or community health organization, including making independent decisions affecting organizational outcomes

Benefits: Generous sick, vacation, and holiday leave; medical, dental and vision; 401K with 3% employer match

To Apply: Send cover letter and resume to hr@seattlecounseling.org. Please do not call unless instructed to do so.

Application Deadline: Priority application date is 6/16/19. Position is open until filled.

Seattle Counseling Service is an equal opportunity employer committed to a diverse, multicultural work environment. People of color, people with disabilities, and people of diverse sexual orientations, gender expressions and identities are encouraged to apply.