

**Title:** Executive Assistant & Operations Coordinator

**FLSA Status:** Non-exempt

**Hours:** Part-time, 20 hours/week

**Salary:** \$ 28.05/hour

**Reports to:** Executive Director

**Date:** May 15th 2024



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### **To Apply**

- Please submit cover letter and resume via email to [jobs@gaycity.org](mailto:jobs@gaycity.org)
- Please use "**Executive Assistant - Your name**" in the subject line

### **Our Vision**

Seattle's LGBTQ+ Center is the definitive hub for LGBTQ+ individuals seeking affirming and responsive resources, wellness, and community.

### **Our Mission**

Seattle's LGBTQ+ Center cultivates access and connections to promote self-determination, liberation and joy in our communities.

### **Position Summary**

We are seeking a dynamic and organized individual to join our team as an Executive Assistant and Operations Coordinator. In this role, you will provide high-level administrative support to our executive team while also managing day-to-day operations to ensure smooth and efficient business processes.

### **Duties and Responsibilities**

#### **Executive Assistant**

- Provide comprehensive administrative support to the Director team, including managing calendars, scheduling meetings, and making travel arrangements. Proactively looks for ways to improve the weekly and monthly calendars for each individual.
- Oversee and manage daily operations, including office management, vendor relationships, and inventory management.
- Serve as a primary point of contact for internal and external communications, including answering phones, responding to emails, managing inbox, and handling inquiries.

#### **Facilities**

- Serve as the primary contact for external groups and organizations that would like to do room rentals.
- Execute facility rental agreements and scheduling.
- Keep all marketing signage up-to-date within the facility.

## **Facilities (Continued)**

- Ensure all Center facilities are safe, clean, organized, staffed for opening and closing, and prepared for users/renters—especially outside of regular Center hours.
- Coordinate with custodial staff, landlords, and maintenance contractors for any significant building repair and/or improvement projects at Center facilities.
- Coordinate IT support contractor relationship to ensure computer networking systems, internet access, telephone, printers and other technology systems to support agency programs and activities are maintained and functioning.
- Secure and manage the inventory of all agency technology including computers, printers, and mobile devices.

## **New Hire Onboarding**

- Act as primary contact with IT support contractor to make sure all necessary technology is set up ahead of new hire first day.
- Print and prepare all onboarding paperwork on new hires' first day of employment for hiring managers

## **Qualifications (required)**

- Strong organizational and time-management skills, with the ability to prioritize tasks effectively.
- Excellent customer service skills
- Working knowledge of Microsoft Suite (Word, Excel, PowerPoint) and Google Suite (Sheets, Docs, Drive)
- Familiar with common office equipment (printer, copier)
- Connection to community partner organizations
- Previous experience in de-escalation or a willingness to learn
- Experience with communities members in crisis
- A demonstrated commitment to [our mission, vision and values](#).
- Experience working with transgender/gender nonconforming (T/GNC), lesbian/gay/bisexual/queer (LGBQ) communities, youth communities, and their intersections.
- General knowledge of barriers that impact BIPOC, T/GNC, LGBQ, youth communities, and their intersections.
- Ability to speak, read, and write in English.
- Knowledge of and experience with best practices with public speaking, audience participant engagement, and change-making training methodologies.
- Familiarity and experience with Google Suite: Google Calendar, Drive, Docs, etc.
- First-hand experience in and with:
  - working with folks of different abilities and neurodiversities.
  - supporting and working with people navigating trauma and/or who are actively in crisis.
  - communicating with collaborators with varying perspectives and interests.
  - participating in coalitions and community collaborations.
  - managing database systems.
  - managing larger projects that span multiple months.
  - planning and facilitating regularly occurring community engagement events.
  - using Microsoft Office products, Google suite, and basic data entry tools.

### **Desired Qualifications**

- Ability to provide training/technical assistance remotely; experience with coordinating webinar logistical support.
- Experience with the accreditation process.
- Working understanding of the health disparities that disproportionately impacts BIPOC, T/GNC, LGBTQ, youth communities, and their intersections.
- Experience working with state, county, local elected officials, and their staffers.
- Working understanding of motivational interviewing and the value of the practice.
- Experience creating, organizing and maintaining systems in a fast-paced work environment.
- Work or volunteer experience with a “by and for” organization.

### **Qualifications (preferred)**

- Bilingual (Spanish-English)

### **Benefits**

- Full healthcare, dental, and optical coverage offered.
- Generous vacation, paid holidays, sick leave, and safe leave after successful completion of the 90-day introductory period.
- Seattle’s LGBTQ+ Center recognizes the importance of saving for retirement and offers eligible employees a 401(k) plan with a 3% employer contribution.
- Free ORCA Pass.

### **I-9 & Vaccine Compliance**

On your first day of work, you will be required to provide proof of your eligibility for employment under the Immigration and Reform Control Act of 1986, as amended. Therefore, please bring proper photo identification, such as your passport, or your driver's license and social security card on your first day. You will also need to provide proof of COVID vaccination.