



TAF

Executive Assistant

DEPARTMENT	Operations Team
REPORTS TO	Executive Director
SALARY RANGE	\$50,000 – 60,000 DOE
POST/CLOSE	OPEN until Filled. Position starts October 2, 2017
CLASSIFICATION	Exempt/Full-time
HOURS	Monday – Thursday, 8:00 – 6:00pm
LOCATION	TAF Corporate Office – Bethaday Community Learning Space (BCLS) – White Center 605 SW 108 th St., Seattle, WA 98146

SUMMARY

The Executive Assistant provides administrative, communication and project support to the Executive Director and the Executive Team.

ESSENTIAL DUTIES & RESPONSIBILITIES

Specific responsibilities include, but are not limited to:

- Set up appointments, meetings, speaking engagements, travel arrangements etc. for Executive Director and members of the Executive Team
- Support all communication with the Board of Directors
- Support elements of internal and external communications driven by the Executive Team
- Lead project management activities initiated by the Executive Team
- Prepare executive team driven emails and supporting documents for regular business/strategy updates and organizational announcements, internal interactions, staff learning sessions and TAF executive updates.
- Work with all departments to update and create all supporting materials and strategy documentation during the annual planning cycle, as well as manage the ongoing update processes for all strategic initiatives and scorecards to ensure the organization is tracking strongly against all deliverables throughout the year.
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- Support the creation of internal and external presentations and documentation
- Conduct research as needed
- Act as backup for Office Manager as needed

QUALIFICATIONS

- Excellent interpersonal skills, including the ability to work effectively with teammates of all levels.
- Excellent communication skills with demonstrated ability to speak and write clearly and persuasively.
- Excellent organization, time management and follow-up skills; high sense of urgency; demonstrated ability to successfully handle multiple projects concurrently; ability to work independently.
- Ability to research complex problems and develop cost effective solutions; strong analytical skills and ability to make data-driven decisions.
- Proficiency with Microsoft Office, cloud storage and social media tools a must.
- Ability to learn new productivity tools quickly.
- Positive, can-do attitude, customer service oriented, and professional.
- Must be able to travel throughout Washington State and possibly out of the state.



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EDUCATION & EXPERIENCES

- Post-secondary degree or certificate of completion
- At least 3 years of demonstrated experience in the requirements specified above

BENEFITS

Full-time staff is eligible for benefits.

- **Medical:** 100% Medical paid by TAF for employee and children
- **Vacation:** 2-weeks of accumulated vacation + extra week of vacation in summer when organization shuts down for R&R
- **Sick:** 2 weeks of accumulated paid sick leave
- **Professional Development:** Access to professional development as needed

TO APPLY:

Forward resume and cover letter to the Attention of HR at tafjobs@techaccess.org. For more information visit our website at <http://www.techaccess.org/staff#Work>. No phone calls please.

TAF complies with the Civil Rights Act of 1964 (Title VII) and Equal Employment Opportunity (EEO) and follows guidelines to select the best qualified person for each position within the organization. No employee or applicant will be discriminated against because of race, creed, color, religion, gender, sexual orientation, national origin, age, or other physical or mental disability.