



The executive assistant has an array of responsibilities under the direction of the President/CEO and WPC's operations manager. This position will provide you with an opportunity to thrive in a public policy environment, network with key business and policy leaders in our state, and assist in helping implement the organization's new, three-year strategic plan.

Summary

The executive assistant provides high-level administrative support to the President/CEO by assisting the president in administrative duties, such as preparing correspondence, scheduling meetings for executives and board committees, and working with the development team to capture meeting information. This is a key position as WPC implements its new, three-year strategic plan.

Essential Functions

- Assist in managing schedules, appointments and travel arrangements
- Work with WPC's supporter database
- Produce and proofread a variety of materials
- Arrange and coordinate meetings
- Record, transcribe and distribute minutes of some board meetings
- Monitor, screen, respond to and distribute incoming communications
- Maintains internal and external WPC member confidence and protects operations by keeping information confidential.
- Helps coordinate board and board committee meetings
- Prepare and edit correspondence, communications, presentations and other documents
- Other duties may include, assisting management with a variety of administrative tasks.

Education and Experience

- Prefer minimum of three (3) years of administrative experience
- Bachelor's degree preferred OR High School Diploma with equivalent work experience.
- Proficient with Microsoft Office Suite applications, including Word, Excel, PowerPoint and Outlook.
- Excellent written and oral communication skills.
- Knowledge of standard office administrative practices and procedures
- Interest in WPC's free-market, public policy mission

Key Competencies

- Organizational and planning skills
- Communication skills
- Information gathering and monitoring skills
- Problem analysis and problem solving skills

- Judgment and decision-making ability
- Initiative
- Confidentiality
- Attention to detail and accuracy

Work Environment

This job operates in a professional office environment in Seattle and communicates with WPC's three other offices around the state.

Position Type and Expected Hours of Work

This is a full-time position. Days and hours of work are typically Monday through Friday, 8:30 a.m. to 5:00 p.m. The work schedule may vary depending on business needs. Occasional overtime may also be required.

Travel

No overnight travel is expected for this position. There may be occasional local day travel and some evening events.

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

Applicants should familiarize themselves with Washington Policy Center's mission and goals. Explore our website at www.washingtonpolicy.org.

Salary is DOE. Washington Policy Center provides a generous health insurance package (medical/dental/vision), vacation, sick leave, paid holidays, Costco membership, and free parking.

After carefully reading the job description, please submit a resume and persuasive cover letter that demonstrate how you meet the specific job qualifications and responsibilities and how sincere interest in this position and the mission of the organization. Your application should also include references. Submit your application and direct any questions to:

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