



SR. ADMINISTRATIVE ASSISTANT
Non-Profit Workforce Development
(Exempt, Full-Time Employee)

Work Location: Pacific Medical Tower / Beacon Hill

Seattle Jobs Initiative (SJI) is a non-profit organization that creates opportunities for people to support themselves and their families through living wage careers. All of our work is designed to eliminate barriers to good paying, long-term work. We creatively align support services – including housing, childcare, transportation and counseling – with job skills training and job placement assistance.

Are you passionate about Non-Profit Workforce Development, social equity and making an impact in your community? Are you inclusive, open-minded, innovative, and committed to helping others gain living-wage careers?

- Do you have strong organizational and prioritization skills?
- Do you have a knack for negotiating event contracts and coordinating logistics for meetings and high impact events both internally and externally for an organization?
- Are you a natural at understanding a diverse group of individuals in order to communicate effectively at all levels while maintaining a professional demeanor?

If you answer yes to these questions, keep reading about our new opportunity!

What will you do?

The Sr. Administrative Assistant reports to the Deputy Director, Operations providing high-level executive support performing a variety of complex administrative, fiscal, staff support, as well as, planning activities. This position interfaces with all levels of internal and external contacts requiring a high-level of technical proficiency, considerable discretion, decision-making ability, and initiative while upholding and modeling SJI values, norms and behaviors.

What qualifications and experience will our Sr. Administrative Assistant bring to SJI?

- SJI is looking for an individual committed to collaboration, valuing others, excellent communication, accountability, social equity, and empathy.
- Four-year degree preferred, or equivalent education and experience.
- 3-5 years of executive level administrative experience (managing schedules, travel, expense reports, communications, etc.).
- Previous experience working with Board of Directors.
- 1-3 years of event planning experience.
- 1-3 years of experience working in a fast-paced environment.
- Prior nonprofit experience is a plus.
- Strong organization skills, ability to prioritize to meet deadlines and to work on multiple projects simultaneously with strong attention to detail.
- Outstanding interpersonal skills, including, but not limited to, positive outlook with flexibility and energy.
- Excellent written communications skills; ability to proofread others' work; strong oral communication skills on the telephone and in-person that include effective interaction with people at all levels of the organization.
- Professional demeanor and strong internal and external customer service orientation.
- Dependable, punctual and courteous. Regular and timely attendance required.
- Ability to exercise discretion, analyze, problem-solve, and maintain confidentiality.
- Ability to establish and maintain efficient workflows.
- Demonstrated initiative proactively seeks new tasks and recognizes what needs to be done.
- Advanced skill level with MS Office required.
- Reliable transportation for regular local travel, valid driver's license and proof of required insurance

Salary/Benefits: Hire-in pay range between \$43,000 and \$53,000 (DOE), company paid employee medical, dental, vision, short and long term disability, life insurance, health and dependent care flexible spending accounts, partially subsidized parking and/or transit, PTO (Paid time off), personal holidays, paid holidays, and 401(k) with vested SJI match upon entry into the plan.

TO APPLY: Please e-mail your resume and cover letter to: kmichelclark@seattlejobsinit.com

Seattle Jobs Initiative is an Equal Opportunity Employer