



We are looking for

ADMINISTRATIVE SUPPORT MANAGER

Seattle Jobs Initiative (SJI) is an organization deeply committed to and guided in its daily work by its mission. Bounded by a set of values, SJI drives toward its vision for the future through an identity statement that defines how it will accomplish its mission and vision. SJI supports people from under-invested communities to build careers. By creating equitable workforce systems and developing impactful partnerships, we address structural racism.

As an Equal Opportunity Employer, SJI encourages people of all backgrounds to apply, including BIPOC, immigrants, refugees, women, LGBTQIA2S+, people with disabilities, and veterans. We recognize your unique qualities and the value you bring to our commitment to the communities we serve. Together we create and preserve inclusive and equitable environments.

POSITION DESCRIPTION

Seattle Jobs Initiative (SJI) is looking for a skilled, knowledgeable, highly motivated, and enthusiastic team player to collaborate with other senior leadership members and manage the organization's financial policy development, and long-range financial planning to advance the Seattle Jobs Initiative's (SJI) mission.

The Administrative Support Manager must have stellar organizational abilities, sharp attention to detail, and a proven capacity to manage multiple complex responsibilities simultaneously. Excellent time management, communication skills, and poise working with senior leaders and board members are essential. Duties include:

- Manage the flow of contracts from funders through internal processes including the relevant operational unit, finance, and human resources.
- Maintain a database of contracts and their expiration date and other compliance deadlines and send reminders to project leaders as needed.
- Maintain a database of grant and contract reports in compliance with recordkeeping requirements.
- Work with agency stakeholders to make improvements in the contracting tracking system.
- Schedule six virtual board meetings and a one day in-person annual board retreat
- Schedule 6-12 committee meetings as needed by the board.
- Create board packets in collaboration with the Executive Director and distribute them to board members.
- Take minutes during board meetings and present for approval.
- Maintain records of meeting agendas, board resolutions and minutes.
- Work with board members to ensure quorum and address their administrative needs.

- Maintain the organizational annual calendar of key events.
- In collaboration with the senior leadership team, plan four day-long annual in-person all teams meetings each year.
- Serve as online host for monthly virtual all staff meetings including the distribution of agendas and materials.
- Chair the employee engagement committee to plan events during the year.
- Manage overall office logistics including the mix of assigned spaces and drop in workspace for a hybrid workforce.
- Hold an organizational credit card for expenses and submit receipts in compliance with policies and procedures.
- Manage incoming office mail and deliveries and disperse to team members (weekly in person)
- Approve administrative and office supply orders from team members for in office and home office use.
- Oversee multiple organizational email accounts and respond to inquiries as appropriate.
- Gather agenda items for weekly senior leadership meetings (virtual) and participate in the meetings to be aware of administrative support needs.
- Support the Executive Director with scheduling meetings with internal and external parties prioritizing important appointments and connections.

EDUCATION & QUALIFICATIONS

- Minimum 5+ years of experience in administrative support or office management, preferably in a non-profit or similar organizational setting.
- Experience managing contracts, including grant contracts, preferred.
- Experience providing high-level administrative support to executives or board of directors a plus.
- Experience planning and coordinating large events, both virtual and in-person, a plus.
- Experience managing and streamlining administrative processes and workflows.
- Strong organizational and time management skills.
- Excellent communication and interpersonal skills, both written and verbal.
- Proficiency in Microsoft Office Suite and other relevant software applications.
- Strong attention to detail and accuracy.
- Ability to prioritize multiple tasks and manage deadlines effectively.
- Problem-solving and critical thinking skills.
- Ability to work independently and as part of a team.
- Strong sense of confidentiality and professionalism.
- Passion for the non-profit mission and commitment to the organization's goals.
- Excellent customer service skills.
- Flexibility and adaptability to changing priorities and demands.
- Positive attitude and strong work ethic.

WORK ENVIRONMENT

SJI operates in a hybrid flexible work environment where remote work is supported and encouraged. However, in-person requirements for conferences, organizational events, meetings, and other occasions will be required.

COMPENSATION AND BENEFITS

This is a full-time, exempt position with a hire-in annual salary pay that starts at \$69,212.00 to \$80,235.68 the organization pays employee medical, dental, vision, short- and long-term disability, life insurance, health, and dependent care flexible spending accounts, 401(k) with SJI match, PTO (paid time off), personal holidays, and organization recognized holidays that include the last week of the year. SJI provides remote work support to all staff

SEND YOUR RESUME AND COVER LETTER TO HR@SEATTLEJOBSINIT.COM