

GROUP HEALTH FOUNDATION

Events and Accessibility Associate position description

ABOUT US

Group Health Foundation is a growing 501(c)(4) philanthropic organization committed to shaping and accelerating efforts to improve health and health equity in the State of Washington. We are seeking an **Events and Accessibility Associate** to join our expanding team.

The Foundation has an audacious goal: health equity in Washington state. We are committed to creating and supporting conditions where people of all communities — especially those experiencing social and economic injustice — can participate, prosper, and reach their full potential. We are dedicated to partnering with communities across the state to advance a shared vision for a vibrant, healthy future.

Cultivating a diverse and inclusive staff is essential to these aspirations. Applicants who embody the broad array of diversity, lived experiences in our communities, and lived experiences with a disability are strongly and sincerely encouraged to apply.

To learn more about our work and values, please visit our [website](#).

POSITION SUMMARY

Reporting to the Learning and Engagement Manager, the Events and Accessibility Associate provides project management and administrative support in the planning, organizing, and designing of meetings, events, retreats, convenings, and conferences—ensuring that all gatherings are accessible to and accommodating of persons with disabilities. The Foundation is also committed to supporting businesses that reflect the diverse communities of Washington, and the Events and Accessibility Associate is charged with ensuring that the Foundation is demonstrating our values by contracting with diverse businesses, vendors, and consultants. While the Events and Accessibility Associate will be a member of our program team, this position also helps with the planning and coordination of board meetings and staff retreats. The position requires extensive interaction with staff and community stakeholders. The Events and Accessibility Associate must have a passion for equity and disability justice and a deep commitment to making the Foundation fully accessible to communities across the state of Washington.

This is a full-time, non-exempt position that can be located remotely or at any of our offices in Washington. Some early morning, evening, and weekend hours will be required. Statewide and regional travel should be expected. All employees participate in our quarterly offsite retreats, which often require travel and overnight stays.

PRIMARY RESPONSIBILITIES

- Provide support and project management for a broad range of community events and convenings.
- Collaborate with other team members in planning and executing events, including scouting locations; developing timelines, agendas, guest lists, and materials; sending and tracking invitations; overseeing event registration; and managing event details.
- Coordinate logistics for internal and external meetings, providing relevant preparation materials and ensuring appropriate follow-up.
- Serve as the main point of contact for events and address any issues with vendors and attendees.
- Partner with program staff to fill tables for Foundation-sponsored events.
- Coordinate travel arrangements for staff members, and serve as a resource to the entire organization for travel.
- Fulfill administrative duties of the role, including composing, editing, and formatting documents; creating event budgets; completing expense reports; and processing process reimbursement requests.
- Support the development of the annual budget for events, convenings, and hosting.
- Serve as a leader and advocate on the topic of accessibility, related to events as well as larger organizational initiatives and projects.
- Research, compile, and track diverse vendors for use by the whole organization.
- Contribute one's own ideas, perspectives, and lived experiences to the emerging culture of the Foundation.
- Assume other responsibilities and explore new opportunities that arise with the evolving needs and aspirations of the Foundation.

QUALIFICATIONS

- A deep commitment to equity and social justice, and strong alignment with our organizational values
- Desire and ability to work with people of diverse backgrounds, cultures, perspectives, and lived experiences
- An understanding of the foundational role that racism, ableism, sexism, and other forms of bias and oppression play in perpetuating inequity
- Knowledge of, or a strong desire to learn about, the needs of communities across the state that are most impacted by structural inequities
- Humility and curiosity, and an understanding of how these qualities are connected to success in this role
- Demonstrated ability to cultivate relationships and to work effectively and respectfully with politically, ideologically, culturally, and geographically diverse people and communities
- Prior experience with and passion for working on issues of disability justice, racial justice, and accessibility
- Experience planning and executing large-scale events and gatherings
- Strong project management, organizational skills, and attention to detail
- Ability to be self-directed, take ownership, and see projects to completion in a timely manner
- A strong service orientation, and the ability to problem-solve quickly
- Strong verbal, non-verbal, and written communication skills combined with the ability to listen deeply and authentically

- Demonstrated capacity for self-reflection
- Demonstrated ability to take initiative and contribute to the goals of a dynamic and growing organization
- Ability to authentically connect the Foundation's mission and aspirations with one's own personal and lived experiences
- Proficiency with Microsoft Office (Outlook, Word, Excel, PowerPoint, and SharePoint) and Adobe (Acrobat DC) and ability to adapt to new technologies
- Ability to take part in meetings and events outside of core business hours
- Enthusiasm for traveling throughout Washington and engaging with communities that may be different than your own (travel is estimated at 20-30% for this position)

COMPENSATION

In addition to a positive and flexible work culture, we attract, retain, and motivate exceptional people with an equitable and competitive compensation package. Salary ranges are set according to an explicit compensation policy, and relevant market data are reviewed when setting ranges for each position. The anticipated starting salary range for this position is \$68,000 to \$84,000. A compensation enhancement is provided to employees with indigenous or advanced language proficiency (in more than one language) that they utilize to advance the Foundation's work across Washington. We offer a comprehensive benefits package that includes medical/dental/vision for the employee and dependent children (covered at 90%), a 10% retirement contribution, generous and flexible paid time off, paid parental leave, a fully subsidized transit pass, and support for ongoing professional development.

TO APPLY

Please submit your resume and a cover letter expressing your specific interests through our [applicant portal](#). Priority will be given to applications submitted by **January 5, 2020**. You will receive an automatic acknowledgment of your application once you submit your materials, and you can expect regular updates from the Foundation once the priority deadline has passed. We are committed to creating conditions where all candidates are able to fully express their talents and potential, and invite you to let us know if there are any accommodations that we can provide to support you in your pursuit of this role.

Thank you for your interest in joining Group Health Foundation!