

# GROUP HEALTH FOUNDATION

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## Administrative Associate Seattle, Washington position description

### ABOUT US

Group Health Foundation is a relatively new and growing 501(c)(4) philanthropic organization committed to partnering with communities across Washington State to advance a shared vision for a vibrant, healthy future. We are hiring an **Administrative Associate** to join our expanding team.

Our foundation has an audacious goal: health equity in Washington state. We seek to create and support conditions where people of all communities — especially those experiencing social and economic injustice — can participate, prosper, and reach their full potential.

**Cultivating a staff team that embodies the diverse experiences of Washington communities is essential to these aspirations. We strongly and sincerely encourage applications from people of color; immigrant, bilingual, and multicultural individuals; d/Deaf people and people with disabilities; members of LGBTQIA+ and gender non-conforming communities; and people with other diverse backgrounds and lived experiences.**

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

### POSITION SUMMARY

The Administrative Associate oversees the daily functioning of the Foundation's Seattle office, assists with project and vendor management, and provides administrative support for the operations team. As the primary receptionist, the person in this role sets the tone for our employees' and visitors' experiences with the organization. The Administrative Associate reports to the Operations and Technology Associate and participates in a broad array of activities connected to the expansion and healthy functioning of the Foundation. Great communication skills, a positive attitude, good attention to detail, and the flexibility to adapt to changing needs and priorities are essential for success in the role.

***This is a full-time, non-exempt position located in our Seattle office. Periodic early morning, evening, and weekend hours will be required, and occasional statewide and regional travel should be expected. All employees participate in our offsite retreats, which often require travel and overnight stays.***

### PRIMARY RESPONSIBILITIES

- Coordinate daily office operations at our Seattle office. Create and update office procedures, maintain office supplies, process incoming and outgoing mail, and maintain online filing systems.
- Staff the office reception area, welcome and assist callers and visitors, manage calendars for shared meeting spaces, and respond to general email requests and written correspondence.

- Serve as the primary point of contact with Seattle office vendors and contractors, including building management, custodial services, and office machine vendors.
- Maintain the condition of the Seattle office, including the lobby, supply rooms, kitchen, work areas, and other common areas. Coordinate regular upkeep and repair of office.
- Support administrative functions for our future offices in Pasco and Tacoma.
- Receive and process donations and other payments made to the Foundation.
- Support staff onboarding and training processes.
- Support internal meetings and staff celebrations and gatherings as needed.
- Provide support to the operations, technology, finance, and grants management teams.
- Perform various administrative functions as needed, such as scanning, photocopying, filing, inventory, and data entry.
- 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
- Ability to authentically connect the Foundation's mission and aspirations with one's own personal experiences
- Demonstrated ability to cultivate relationships and work effectively and respectfully with politically, ideologically, culturally, and geographically diverse people and communities
- Approximately two years of experience in administrative or operational settings
- Experience providing logistical or clerical support to teams and individuals
- Experience creating systems and processes to improve service and promote access
- Demonstrated success at juggling multiple projects at a time
- Ability to be self-directed, take ownership, and see projects to completion in a timely manner
- Strong verbal, non-verbal, and written communication skills, and a strong customer service orientation
- A desire to learn about the needs of communities across the state who are most impacted by structural inequities
- An understanding of racism, ableism, sexism, and other forms of bias
- Humility and curiosity, and an understanding of how these qualities are connected to success in this role
- Demonstrated capacity for self-reflection
- 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 occasional meetings and events outside of core business hours
- Enthusiasm for traveling throughout Washington and engaging with communities that may be different from your own (travel is estimated at 5% 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 data are reviewed when setting ranges for each position. The anticipated starting salary range for this position is \$68,500 to \$82,500. 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 fully paid medical/dental/vision coverage for employees and dependent children (and partial coverage for partners and spouses), a 10% retirement contribution, generous and flexible paid time off, paid family and medical leave, a transit pass (where available), and support for ongoing professional development.

## TO APPLY

Please submit your resume and a cover letter expressing your specific interests through our [online application portal](#). Priority will be given to applications submitted by **Monday, June 7**. You will receive an automatic acknowledgment of your application once you submit your materials, and you can expect updates from the Foundation every two to three weeks 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!**