

# GROUP HEALTH FOUNDATION

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## Administrative Associate Seattle or Tacoma, Washington Position Description

### ABOUT US

Group Health Foundation is a 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 provides executive-level administrative support to the Executive Vice President (EVP), including scheduling, calendar management, and meeting preparation and planning. The Administrative Associate also manages special projects in close partnership with the EVP and supports important initiatives across a range of functions including finance, human resources, communications, operations, and technology. Excellent attention to detail, great communication skills, and flexibility to adapt to changing needs and priorities are essential for success in the role.

**This is a full-time, non-exempt position that can be located in our Seattle office or South Tacoma office (scheduled to open in 2022).** 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

- Serve as the executive assistant to the Executive Vice President (EVP).
- Manage the EVP's calendar, juggling competing priorities as necessary. Schedule internal and external meetings, provide relevant preparation materials, and ensure appropriate follow-up.

- Serve as the lead project manager for special initiatives led by the EVP, including but not limited to office buildouts, organizational benchmarking, vendor contract management, and internal strategy development.
- Compose, edit, design, and format documents and other communications from the EVP.
- Coordinate and prepare materials for recurring leadership and committee meetings led by the EVP.
- Coordinate all-staff and other Foundation-wide meetings.
- Manage the development and implementation of systems- and infrastructure-building projects.
- Prepare monthly credit card reconciliation and expense reimbursement tracking.
- Assist with the organizing and archiving of Foundation files and documents.
- 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.
- Minimum of three years of experience managing projects and initiatives.
- Experience managing multiple, competing tasks and priorities.
- Exceptional project management skills, organizational skills, and attention to detail.
- Ability to be self-directed, take ownership, and see projects to completion in a timely manner.
- Strong writing, copy editing, and formatting skills.
- High degree of personal and professional integrity, and the ability to work with confidential information.
- Humility and curiosity, and an understanding of how these qualities are connected to success in this role.
- Demonstrated capacity for self-reflection.
- Strong verbal, non-verbal, and written communication skills combined with the ability to listen deeply and authentically.
- Proficiency with Microsoft Office (Outlook, Word, Excel, PowerPoint, and SharePoint) and Adobe (Acrobat DC), and the ability to adapt to new technologies.
- Enthusiasm for traveling throughout Washington and engaging with communities that may be different from your own (travel is estimated at 5-10% 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 \$70,000 to \$85,000. 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

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 **Friday, November 5**. 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!**