



Center for Human Services

Administrative Offices: 17018 – 15th Ave NE ~ Shoreline WA 98155 ~ 206-362-7282 V/TDD ~ Fax 206-362-7152 ~ E-mail: admin@chs-nw.org

Job Announcement **Executive Assistant**

GENERAL DESCRIPTION

The Executive Assistant is responsible for all agency publications, the donor database, planning and coordinating meetings for the Executive Director, providing coordination and support for special events and fundraising activities, providing assistance to the Executive Director. Reports to the Executive Director. This is a non-exempt position. Bi-Lingual/Bi-Cultural candidates are encouraged to apply.

MAJOR RESPONSIBILITIES

- Provides all services utilizing a strengths-based, family-focused and integrated approach
- Provides services in a culturally competent manner
- Formats, designs, and publishes agency publications (annual report, strategic plan, brochures, auction program, etc.) including working with printing company
- Insures that all internal and external publications/communications follow branding guidelines
- Takes lead on United Way annual campaign
- Maintains donor database (includes inputting data into SAGE database, running reports, maintaining mailing lists, sending thank you letters for contributions and donations, etc.)
- Plans and coordinates quarterly all-staff meetings
- Plans, coordinates and tracks staff trainings
- Attends meetings and makes presentations to community on behalf of Executive Director
- Provides coordination and support for special events and fund raising events
- Staff representative to the Auction Committee of the Board (includes responsibility for program ads and publication of the program; running errands; soliciting auction items, ads, and sponsorships; managing volunteers at the auction; etc.)
- Ensures that CHS sites are in compliance with government health and safety standards
- Implements and oversees agency's staff retention plan, diversity plan, and emergency operations plan
- Liaisons with specified agency vendors and stakeholders
- Participates in creating and maintaining a workplace that values diversity and treats everyone with respect without regard to race, color, age, religion, creed, gender, sexual orientation, national origin, marital status, the presence of any sensory, mental, or physical disability
- Demonstrates teamwork and open communication
- Provides services in a manner that expedites the meeting of contract requirements and program outcomes
- Maintains documentation in a timely, thorough and accurate manner
- Follows agency policies and procedures, RCWs, WACs, and other external regulations
- Follows CHS's Code of Ethics
- Performs other appropriate tasks related to your professional role as needed

MINIMUM REQUIREMENTS

- Commitment to confronting racism, sexism, heterosexism, and other discriminatory practices
- Experience and demonstrated ability to successfully work within a diverse cultural setting and provide culturally competent services
- Ability to work cooperatively as part of a team
- Prompt and consistent attendance during scheduled working hours
- Ability to work as part of a team and as a team leader
- AA Degree preferred
- Exceptional organizational skills
- Accurate and timely



- Exceptional computer skills
- Experience with Sage 50 fundraising database or other fund raising databases desirable
- Demonstrated publishing experience
- Courteous and professional; ability to represent agency and Executive Director
- Excellent communication skills, both written and oral
- Prompt and consistent attendance during scheduled work hours
- Ability to work some evenings or weekends when needed
- Commitment to and interest in working with non-profit human services
- Ability to work in an unstructured and unpredictable setting, ability to adapt to change
- Sense of humor

LOCATION

This position is located within the Administration Department at Center for Human Services (17018 15th Ave NE, Shoreline, WA 98155)

SALARY

\$17.52 to 20.40/hour DOE, 40 hours/week plus benefits

APPLICATION PROCEDURE

Submit cover letter, resume, and portfolio of work (including examples of publications that you have designed, formatted, and published) electronically to BGomillion@chs-nw.org and reference job #Admin-04

CLOSES

Open until filled

CHS is an Equal Opportunity Employer

The mission of the Center for Human Services is to strengthen the community through counseling, education and support to children, youth, adults and families in North King County and South Snohomish County.

Our Values: Embrace diversity, provide accessibility, champion collaboration, demand accountability, personify integrity, and to have fun.



Family Counseling ~ Family Support Centers ~ Substance Abuse Services ~ Loving Families
www.chs-nw.org