



## **PART-TIME POSITION AVAILABLE**

Title: Executive Assistant

Reports to: Executive Director

Hours: 20 Hours Per Week

Compensation: \$26.50/hour

Hybrid: Work from Home (attend weekly in-person meetings)

Bellevue LifeSpring is looking for a detail-oriented, organized individual who enjoys administrative tasks, is collaborative, and likes working with a team. Must be passionate about our mission to support children in need in the Bellevue community, able to stay calm under pressure and enjoy working with a wide range of personality types.

You will report directly to the Executive Director and work closely with the entire Bellevue LifeSpring team and Board of Directors. Your primary responsibilities will be supporting the Executive Director with calendar support, meeting management, and support with Board of Directors activities and meetings. If you enjoy working in a fast-paced environment and multitasking across diverse projects, you'll fit right in with our team. We are also motivated and like to have fun.

The Executive Assistant is responsible for providing administrative support across the organization. In other words, you help keep our ship sailing! You will never be bored! As one of the members of a close-knit team, each day will present new challenges, and your individual input will be valued and appreciated.

Position Duties:

### Executive Director and Board Support (60%)

- General administrative support, including scheduling appointments and meetings, providing meeting support by distributing meeting materials, compiling attendance, finalizing AI meeting minutes, and supporting the work of management staff.
- Provide support for Board and Board Committees, including annual retreat scheduling, agenda and meeting material preparation, and tracking expenses.
- Coordinate all Director and staff meeting agendas and retreats, assisting with logistics, materials preparation, and hospitality.
- Reconcile monthly mileage and expense receipts and submit to the Finance Specialist.
- Keep trusted information confidential.

### Operations and Information Technology (30%)

- Oversee office operations, maintenance, and space planning.
- Manage IT needs and coordinate with outsourced IT support.
- Employee onboarding logistics and technology support.
- Provide support for office logistics, including monitoring supplies, streamlining processes and workflow, and development/maintenance of policies and procedures.
- Maintain and update documents and electronic files.

### Other duties as required or assigned (10%)

### **Required Qualifications**

- 3-5 years of experience with increasing responsibility in operations, administrative, or office management.
- High level of proficiency with Microsoft Office Suite (Outlook, Word, Excel, PowerPoint, etc.) and utilization of AI tools.
- Proficiency with CRM tools (Donor Perfect Online and/or Greater Giving experience is a plus)
- Ability to adopt and use technology tools (i.e., Smartsheet, Zoom, etc.).
- Excellent phone, written and verbal communication skills.
- Exceptional organizational skills, attention to detail, ability to prioritize and manage multiple projects simultaneously.
- Demonstrated customer service mentality and ability to maintain composure under pressure.
- Ability to work independently and as part of a team.
- Must pass a background and credit check.
- Must have a valid Washington State driver's license with automobile insurance and have access to reliable transportation to attend meetings.
- Must be able to stand for periods of time and lift up to 20 lbs.

### **Preferred Qualifications**

- Nonprofit experience.
- Experience supporting a Board of Directors.
- The ability to speak Spanish is a bonus, but not a requirement.

### **What We Offer**

- Part-time, hourly position with eligibility for overtime during events.
- Sick leave accrued at a rate of .025 per hour worked. Begins accruing on the first date of your employment, and it is available to use as accrued.
- Working remotely from home. We will provide you with the equipment you need to perform your job. This position does require attendance at occasional in-person staff meetings and events.

### **About Us**

Bellevue LifeSpring aims to break the cycle of poverty for children and students in our community and provide them with the resources they need to reach stability. We envision a Bellevue where the basic needs of all children are met so they can focus in the classroom, succeed in their education, and thrive. We are managed by a 15-member Board of Directors and supported by hundreds of energetic and committed volunteers.

Bellevue LifeSpring is committed to fostering a culture of equity, inclusion, and belonging. Bellevue LifeSpring is an equal opportunity employer and does not discriminate on the basis of race, national origin, gender, gender identity, sexual orientation, protected veteran status, disability, age, or other legally protected status. For individuals with disabilities who would like to request a reasonable accommodation, please email [Info@BellevueLifeSpring.org](mailto:Info@BellevueLifeSpring.org).

Sound interesting? To apply to join our team, submit a cover letter and resume to [Info@BellevueLifeSpring.org](mailto:Info@BellevueLifeSpring.org). Applications without a cover letter will not be accepted.