



JOB DESCRIPTION

TITLE: Executive Assistant

REPORTS TO: Executive Director

STATUS: Full Time, Non-Exempt

SALARY/WAGE RANGE: \$21.00 - \$28.00 per hour

SUMMARY OF POSITION:

The Whatcom Council on Aging is seeking an Executive Assistant to support the efficient and smooth operations of the organization. This position handles a variety of tasks including administrative and clerical support for the Executive Director, Board of Directors, WCOA Leadership Team and Bellingham at Home program. They assist with personnel functions, staff engagement & recognition, and fund-raising gift entry and acknowledgment. We seek a technology savvy leader who will assist with the full implementation of new donor management software and proactively find ways to leverage technology to improve efficiency for themselves and teammates. This role requires strong organizational skills, attention to detail, and the ability to work effectively with diverse individuals.

DUTIES AND RESPONSIBILITIES:

Executive Director Support

- Assists with scheduling appointments and managing calendars.
- Drafts emails, letters, and other communications ensuring clear communication with stakeholders.
- Provides clerical support including maintaining organized records and files.
- Schedules and prepares preliminary agendas for Leadership Team and All Staff Meetings.
- Participates in bi-weekly Leadership Team meetings and prepares meeting "action points."
- Works with the Admin team to develop and monitor the annual Admin budget.

Board of Directors Support

- Coordinates monthly Board meetings, committee meetings and events.
- Prepares and distributes monthly Board packets, meeting minutes, reports and presentations.
- Coordinates with Executive Director on annual Board Retreat and New Board Member Orientation.
- Assists with WCOA Board development efforts, identifying and cultivating Board candidates.
- Collects required paperwork annually and maintains official files in a secure and organized manner.
- Keeps WCOA conference room stocked with appropriate supplies.

Staff & Volunteer Support

- Serves a regular shift as a Front-Line Support (FLS) team member.
- Collaborates with the Executive Director on the annual staff retreat.
- Coordinates staff recognition and celebrations (birthdays, anniversaries, etc.).

Human Resource Support

- Supports the hiring process, including background checks and onboarding of new employees.
- Collects required paperwork annually and maintains Personnel files according to procedures.
- Works with the Finance Director and third-party HR consultant regarding annual benefit selection and updating personnel policies.
- Supports Executive Director and Finance Director as needed for personnel matters.
- Serves on the Safety Committee and coordinates First Aid/CPR certifications for staff.

FINANCIAL DEVELOPMENT

- Maintains working knowledge of Bloomerang software, entering donations, running reports, and sending gift acknowledgements.
- Assists in planning donor events and direct mailings.
- Supports annual Senior Day in the Park event as assigned.

Bellingham at Home Support

- Serves as WCOA liaison, attending monthly Leadership Council meetings as needed.
- Assists Leadership Council with developing and managing the BAH annual budget.
- Maintains working knowledge of Club Express, assisting with data entry and running reports.
- Supports Bellingham at Home volunteers and members.

Other Duties

- Other duties or special projects may be assigned at the discretion of the Executive Director.

MINIMUM QUALIFICATIONS & EXPERIENCE:

- High School Diploma
- At least three years administrative support or similar work experience preferred.
- Self starter with drive, motivation and proven history of reaching goals.
- Possess excellent organization and communication skills.
- Must be able to manage multiple priorities and project initiatives at the same time
- Technology savvy with proven experience adopting new software or technology.
- Strong customer service orientation and relationship building skills.
- Exercise sound judgement with the handling and managing of confidential information.
- First Aid/CPR and Food Handler's certifications within 90 days of hire.

WORKING CONDITIONS:

- Works in an office or meeting room. Sits for long periods of time.
- May occasionally lift and carry items weighing up to 20 pounds.
- May work in areas with exposure to blood-borne pathogens and environmental allergens.
- Possibility of exposure to hostile and offensive language from the public.

BENEFITS

- Health and dental insurance.
- Generous paid time off plan.
- Retirement plan - Employer matching after one year of employment.
- Employee Assistance Program (EAP).

The statements contained herein reflect general details as necessary to describe the principal functions of the job, the level of knowledge and skill typically required and the scope of responsibility, but should not be considered an all inclusive listing of work requirements. Individuals may perform other duties as assigned including work in other functional areas cover absences or relief, to equalize peak periods or otherwise to balance the workload.

It is the policy of the Whatcom Council on Aging to not discriminate in services and employment. The WCOA complies with Section 504 of the Rehabilitation Act of 1973 and Title VI of the Civil Rights Act of 1964 and the Americans with Disabilities Act of 1990.

Employee Signature

Date