



MULTI-SERVICE CENTER

Executive Administrative Assistant

At Multi-Service Center (MSC), we believe that equity, connection, diversity, integrity, and belonging make us a stronger team to achieve our goals. Our mission is to uplift communities by increasing equitable access to advocacy, opportunities, and well-being. By joining MSC, you too can be part of the team that works to empower individuals and help create thriving communities. If you are looking for something that contributes to your sense of purpose and impacts our local community, then you will want to know more about us, our values and culture, and our opportunity.

We offer a comprehensive benefits package that includes a choice of two health plans, dental and vision plan paid by the employer; life insurance (1X annual base pay) and long-term disability insurance (60%); FSA, HRA; 401K; 3 weeks of vacation to start, 12 days sick leave and 14 paid holidays including your birthday; Family building benefit up to \$3,000, and a Sabbatical program for tenured employees. You can find more information on the [Careers Page](#) of our website.

Any job offer will be contingent on a satisfactory background check, as determined by MSC.

The **Executive Administrative Assistant (EAA)** provides high-level administrative, operational, and logistical support to the Chief Executive Officer CEO, the Senior Leadership Team (SLT), and Board of Directors at MSC. This includes the responsibility of managing the logistics for virtual staff meetings, professional development days, Board communication/calendar/meeting minutes, document creation and editing, and other logistics in support of the Senior Leadership Team. The EAA also provides backup reception and customer service support as needed and serves as a representative of MSC's mission, values, and commitment to service creating a sense of belonging.

This position is part of the Administration team and reports to the Chief Executive Officer (CEO). This position primarily works Mondays through Fridays at the MSC Headquarters in Federal Way for the first 6 months, after training is complete it can be hybrid with some exceptions as this position will be organizing in person board meetings (held on Thursdays evenings) and Board Committee meetings (held on Tuesdays)

Status, Schedule, Location:

- Employment Status: Non-Exempt, Regular, part-time 20 hours.
- Benefits Eligibility: Employees regularly scheduled to work 20 or more hours per week are eligible for part-time benefits. Employees who consistently work 30 or

more hours per week may qualify for full-time benefits in accordance with organizational policies.

- Work Schedule: Monday through Friday, generally between 8:30 a.m. and 5:00 p.m. Some evening hours may be required to support program activities and participant needs. Work schedules may be adjusted within these hours to accommodate program and MSC requirements while maintaining the position at 20 hours a week.
- Work Location: 1200 336th ST, Federal Way, WA 98003. This position is primarily onsite during the training and onboarding period. A hybrid work arrangement may be available thereafter, based on job responsibilities, performance, and organizational needs.

Wage/Salary Range:

- Salary Grade 14: MIN \$28.47 – MID \$32.40 - MAX \$ 37.24
- All candidates will be placed in the range affected by many factors, including their overall experience, education, and languages beyond the requirements. New hires will be capped at step 21 \$35.81.

Overview of Responsibilities:

Supporting the Chief Executive Officer (CEO) and Senior Leadership Team (SLT) and committees:

- Responsible for support tasks to the Chief Executive Officer, including document editing, calendaring, logistics preparation for meetings, and general support for documents / presentations
- Prepare, review and submit reports, accounts payable (AP) voucher requisitions and other administrative documents on behalf of the CEO
- Responsible for support services to the Senior Leadership Team, including document editing, meeting calendar creation and management, communication to SLT/All Staff/Board
- Support operations team in implementation of staff appreciation and recognition strategies
- Run and support logistics of All Staff meetings and event
- Order business cards for staff.
- Order MSC branded materials such as letterhead, envelopes, and other office supplies as requested.

Liaison to Board of Directors:

- Serve as a liaison to the Board of Directors. Type and distribute informational packets to the Board of Directors as needed, send calendar events, type and manage meeting minutes.
- Edit communication and send communication to Board from CEO, SLT, and/or agency
- Attend Finance Committee Meetings and Board of Directors Meetings monthly; take minutes; process minutes for distribution to the appropriate Committee Members, Board of Directors, and Program Directors.
- Manage Board Calendars, meeting notices, informational packets, and related records.
- Support logistics of Client Advisory Committee

Calendar and Logistics coordination:

- Maintain Master Calendar Board for Conference room and process the requests for new meetings.
- Work collaboratively with all Directors to coordinate meetings, trainings, all staff meetings, professional development days, community engagement events, etc. Includes working directly with vendors to get bids, scheduling catering, room reservations (if applicable)

Additional Responsibilities include the following.

- Attendance at all Board committee meetings and Board meetings (in-person)
- Attending training as requested
- Understand and adhere to MSC policies around confidentiality and all standards of conduct as described in the MSC Personnel Manual.
- May include representing MSC at community events, public forums, and other spaces
- Travel to MSC (Multi Service Center) offices and program meetings throughout south King County and the city of Seattle
- Other duties as assigned

Requirements

- High School Diploma or GED (General Education Degree) is required.
- Associate Degree in Business Administration, Communications, Office Administration, Public Administration, Nonprofit Management is required. In lieu of an AA 2 years of experience in related field might be considered in addition to the experience required.
- 2 Years' experience in a nonprofit organization, government, or community-based organization as Executive Administrative Assistance
- Experience coordinating meetings, preparing agendas and minutes, managing calendars, vendors and organizing events required.
- Experience maintaining confidential information and handling sensitive communications required.

Preferred requirements

- Experience supporting senior leaders, executives, boards of directors, or committees preferred.
- Preferred.
- Knowledge and experience with Blackbaud for AP.

REQUIRED COMPETENCIES:

- Demonstrates sound judgment, independent decision-making, and the ability to effectively manage multiple priorities in a fast-paced environment. Anticipates needs, identifies solutions, and adapts to changing circumstances while maintaining focus on organizational goals.
- Maintains organized systems, accurate records, meeting minutes, and high-quality work products while managing multiple projects and responsibilities simultaneously.
- Communicates effectively and professionally with employees, leadership, Board members, volunteers, clients, community partners, and the public. Represents MSC with professionalism, discretion, and respect.
- Builds positive working relationships with individuals from diverse backgrounds and

- demonstrates respect, empathy, and cultural humility in all interactions.
- Demonstrates flexibility and resilience in a changing environment while contributing positively to team and organizational success.

TECHNICAL SKILLS:

- Proficiency with Microsoft Office 365 experience including OneDrive, Outlook email, calendaring, and standard Office applications.
- Ability to collect, compile and analyze data utilizing a variety of reporting formats and software.
- Read, write, and understand the English language.
- Event and Logistics Coordination
- Records Management and Confidentiality

Join our mission!

To apply, please send your resume and cover letter to jobs@mschelps.org

No phone calls, please.

Multi-Service Center is committed to creating a diverse and inclusive environment. MSC is proud to be an Equal Opportunity Employer. MSC welcomes all qualified applicants and will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.