



A voice and a hub for the Latino community
as we advocate on behalf of our people
and work to achieve social justice.

Job Description

Position Title: Executive Assistant

FLSA Status: FULL TIME, exempt

Department: Executive Office

Reports to: Executive Director

Pay Range: \$50,000 to \$54,163.

MISSION STATEMENT:

As an organization grounded in the Latino community of Washington State, it is the mission of El Centro de la Raza (The Center for People of All Races) build the Beloved Community* through unifying all racial and economic sectors; to organize, empower, and defend the basic human rights of our most vulnerable and marginalized populations; and to bring critical consciousness, justice, dignity, and equity to all the peoples of the world.

JOB SUMMARY:

The Executive Assistant will work directly with the Executive Director and will be responsible for performing a number of administrative duties including but not limited to: scheduling appointments; completing reports; program management; composing and preparing correspondence that is sometimes confidential; serving as the point of contact for employees, community members, and outside agencies looking to connect with the organization.

The Executive Assistant will have the ability to work independently on projects, from conception to completion, and must be able to work under pressure at times to handle a wide variety of activities and confidential matters with discretion. The Executive assistant will participate as a member of ECDLR Leadership team, will lead 2 to 3 small contracts a year and represent the Executive Director at meetings and press conferences.

The Executive assistant will supervise one to two work study students who will help with administrative related tasks.

This job description is not designed to contain a comprehensive listing of all regular activities, duties or responsibilities that may be required. Duties, responsibilities and activities may change at any time with or without notice. Requires a 6 month evaluation period.

ESSENTIAL QUALIFICATIONS:

- BA degree in a related field
- 3 to 4 years' work experience
- Work experience in an office environment and adherence to office protocol.
- Must possess strong written and oral communication in Spanish & English. (Required)
- Maintains a valid driver's license, vehicle and proof of insurability. (Required)
- General Office experience performing a variety of complex duties of moderate difficulty, in positions which involve independent judgement.
- Ability to cope with change and shifting schedules; can adapt comfortably to change in tasks and work environment.
- Ability to be flexible and adapt to last minute assignment changes.

- Ability to learn quickly when facing new challenges, open to change, enjoy challenge of unfamiliar tasks; open to finding new solutions using good judgement and quality decision making.
- Skilled in attentive and active listening has patience to hear out others.
- Ability to use time management, self-direction, resource and tools to complete multiple tasks. simultaneously with extreme accuracy, while establishing priorities.
- Ability to organize work priorities and find solutions to difficult or complex issues.
- Excellent people skills and the ability to maintain a professional demeanor and composure at all times.
- Demonstrated ability in working with diverse cultural and social-economic populations.
- Knowledge of the issues impacting the Latino community and communities of color.
- Understands the important of integrity, trust and confidentiality and accountability in the work of the staffing of the Executive Director.

ESSENTIAL FUNCTIONS/JOB DUTIES

- Provides high level staff support to the Executive Director by handling routine correspondence, letter writing, phone calls, e-mail management, invitations for speaking engagements, thank you notes, mail retrieval from the central office & general scheduling of meetings and lunches.
- Acts as the first point of contact for staff, tenants, press, and other organizations seeking to connect with the Executive Director.
- Meets with the Executive Director daily to bring to their attention e-mail request and phone calls that need a response and to establish priorities.
- Provides tours for guests of the Executive Office. Attends meetings with Executive Director when necessary. Errands and other miscellaneous administrative duties.
- Board Liaison: apart from the Executive Director, serves as the primary contact between the Board of Directors and the organization. Coordinates and staffs monthly meetings ensuring quorum is met, compiles board reports, maintains accurate minutes and sends out minutes for approval, updates annual board book to include all necessary documentation. Maintains a working knowledge of the bylaws. Maintains tracking of policies passed and of yearly Organization Standards met.
- Lobbying: Tracks the organization's lobbying activities for annual reporting purposes, training will be provided.
- Marketing/Media: Maintains media directory and acts as the primary contact for news correspondences. Drafts press releases and public service announcements. Creates media campaigns and tracks budget accordingly.
- Charlas: assists in scheduling weekly staff meetings in coordination with the Executive Director and sends out official meeting communication to staff.
- Leadership Meetings: coordinates and collects items for weekly leadership meetings.
- Radio show: Coordinates programing for weekly radio show and maintains records to pay monthly bill accordingly
- Financial Records Management: assists Executive Director with organization's bank accounts, updating accounts, checking credit accounts and processing payment requests.
- Schedule Management: Works closely with Executive Director to update calendar and schedule meetings, virtual meetings, events, travel, and other appointments.
- Document Control: Develops memos, letters and company invoices. Handles documents requiring Executive Director's signature.
- Office Duties: includes ordering supplies, basic bookkeeping, filing and sorting mail.



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- Provides translation of documents into Spanish, simultaneous translation during meetings, and translation during presentations and for special guests as needed.
- Maintains a list of available community resources to share with participants calling in for assistance. Refers to other programs or organizations as necessary.
- Maintains the Executive Office keys and checkout form. Supervises volunteers, interns and work-study students as needed. Acts as a task supervisor for Masters student placements as needed.
- Special projects as assigned
- Performs other related duties as assigned by the Executive Director which could include working with other departments, staffing special one time contracts and projects.

SKILLS/TECHNICAL KNOWLEDGE:

- Computer proficiency, including Microsoft Office Suite
- Strong computer skills in Microsoft Windows & Excel.
- Strong coordination and attention to detail skills.
- High level of professionalism and discretion.

WORKING CONDITIONS:

Works in a general office environment at EL Centro de la Raza. Works a minimum of 40 hours per week. May require a flexible schedule. require some local travel.

Remote Hybrid work schedule: El Centro reserves the right to change any or all conditions under which this position is permitted to work remotely or withdraw permission to work remotely with or without advance notice for the best interest of the work of the Executive Director's work.

PHYSICAL REQUIREMENTS:

- Ability to sit, walk, stand, bend, squat, climb, kneel, and twist on an intermittent or continuous basis
- Ability to grasp, push, pull objects such as files, file cabinet drawers, and reach overhead
- Ability to operate telephone, desktop or laptop computer
- Ability to lift up to 25 lbs

Equal Employment Opportunity and Accommodation Statement:

El Centro de la Raza provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

Qualified individuals must be able to perform the essential duties of the position with or without accommodation. A qualified person with a disability may request a modification or adjustment to the job or work environment in order to meet the requirements of the position. El Centro de la Raza will attempt to satisfy requests as long as the accommodation needed is a reasonable and no undue hardship would result.

Employee Signature

Date

Supervisor Signature

Date

cc HR, personnel file

REV: 07/2021