



EQUITY IN EDUCATION

C O A L I T I O N

Job Posting

Job Title: Senior Executive Assistant/Office Manager
Reports to: Executive Director
Location: Office is located in Seattle – Remote work due to COVID
Salary Range: \$25 per hour up to 35 hours a week

About Equity in Education Coalition

The Equity in Education Coalition is a civil rights advocacy organization focused on closing opportunity gaps and improving educational opportunities and outcomes for children of color.

Full Job Description

We are looking for a responsible **Senior Executive Assistant/Office Manager** to perform a variety of administrative and clerical tasks. Duties include being a team member of a small group of activists, assisting in daily office needs and managing the general administrative activities. The ideal candidate should have excellent oral and written communication skills and be able to use tools, like Google Suite, Microsoft, and office equipment. These tasks will include managing confidential and sensitive information responsibly. Specific administrative tasks may change based on ED's needs.

Responsibilities

In this position you will:

- Calendar management - organize all meetings including but not limited to team and partner meetings.
- Schedule and coordinate logistics for meetings, conferences and special events (onsite & offsite)
- Expense reporting and purchasing.
- Organize, prioritize, and coordinate multiple work activities with demonstrated ability to meet deadlines.
- Acts as a liaison for Executive Director relaying and exchanging information with others including: leaders and other organizations or constituents.
- Help to set agenda, create and share meeting notes, and action items from meetings;
- Provide administrative support to the Executive Director;
- Perform accounts payable/receivable task;

Skills

- **MUST** have at least 5 years of experience as an administrative assistant or office manager;
- Excellent time management skills and the ability to prioritize work;
- Attention to detail and problem-solving skills;
- Excellent written and verbal communication skills;
- Strong interpersonal and communication skills;
- **Detail-oriented**, with a strong commitment to accuracy;
- Strong ability to prioritize and complete tasks, with a proven ability to meet deadlines;
- An interest in politics and education;
- Experience with a multicultural workforce that is diverse regarding age, race, disability, gender and gender expression;
- A **commitment to social justice** – including the need to end racism, sexism and other forms of discrimination and oppression – as well as sensitivity to, and appreciation of, cultural differences is **required**;
- Must have reliable transportation;
- A great sense of humor; love of dogs; love a variety of foods, cultures, perspectives;

Benefits:

- Insurance: Dental Health Vision Generous Paid time off

COVID-19 considerations:

To keep our staff as safe as possible, we have remote work from home scheduling, provide masks, gloves and hand sanitizers.

HOW TO APPLY

Applicants should email a resume and cover letter to info@ecc-wa.org with “**Senior Executive Assistant**” in the subject line that includes:

- Your unique qualifications for this position
- Your lived experience with racism and/or inequity

Application deadline: Applications will be accepted and reviewed immediately.

We value diversity and strive to live an anti-racist existence. People who can speak to their lived experience around racial inequity, oppression, and institutional and/or systemic racism are ***strongly encouraged*** to apply. Elders are strongly encouraged to apply.

About Us

We are a small team committed to the work of racial equity in the educational system.

We're in south Seattle, and it's awesome here, with diverse restaurants, bars, and shops. The team is ridiculously dedicated to the mission and fun to work with. It helps that we have the best snacks – no joke, **you *must* love to eat a variety of foods** and experience different ethnicities, cultures, and perspectives. Please be aware that there **are three small, friendly dogs in our office** regularly and this is part of the office environment that candidates should consider before applying.