



Center for Human Services

Building a stronger community...one family at a time.

Mailing Address: 17018 15th Avenue NE • Shoreline WA 98155 • 206-362-7282 V/TDD • Fax 206-362-7152 • Email: admin@chs-nw.org

Job Announcement **EXECUTIVE ASSISTANT**

Center for Human Services is excited to hire a new team member for our Admin team. We are a thriving community health agency that offers great work environment, including staff who are passionate about and dedicated to the community. CHS is a non-profit organization that has been serving the community for over 50 years! We offer our staff an EXCELLENT benefit package which includes fully paid (prorated if part-time) health, vision, dental, life, long-term disability insurance, and 403b with match, as well as generous leave package.

About the position:

The Executive Assistant will provide support to the executive team (Executive Director, Finance Director, and HR Director) and perform administrative duties and special projects for the Administration. Reports to the Executive Director. This is a full-time, non-exempt position located at our 148th Shoreline office with a starting salary of \$30.80 an hour.

What we require:

- High school diploma or equivalent required
- Assume the role as Lead for all agency administrative assistants; conducting trainings and hosting virtual meetings
- Manage employee discretionary funds
- Manage web-based donation campaigns such as GiveBig, Employee Community Fund, etc.
- Update and maintain agency-wide documents, employee manual, agency distribution list, etc
- Ability to work independently, self-starter
- Attention to detail accompanied by good organizational skills
- Critical thinking skills, persistence, and patience
- Sense of humor

To apply, send resume and cover letter to jobopportunities@chs-nw.org. Full job description can be found below:

Job Description **EXECUTIVE ASSISTANT**

GENERAL DESCRIPTION

The Executive Assistant will provide support to the executive team (Executive Director, Finance Director, and HR Director) and perform administrative duties and special projects for the Administration. Reports to the Executive Director. This is a non-exempt position.

MAJOR RESPONSIBILITIES - Specific to this position

- Assume the role as Lead for all agency administrative assistants.
 - Conduct trainings
 - Assure consistency in business practices among administrative assistants
 - Host virtual meetings with administrative assistants quarterly
- Provide Administrative Support



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- Provide administrative support to Administration's managers and directors
- Pick up and distribute office mail for 148th staff
- Manage scheduling of all recurring management/leadership meetings in Outlook
- Manage agency shared folders
- Manage & keep up-to-date go-to-list, agency distribution list, and other agency-wide documents
- Generate monthly KPI billing dashboard reports and distribute to directors, noting any significant variances
- Manage agency forms
- Manage and track employee professional development funds
- Input donations into Donor Database and prepare/send thank you notes to donors
- Conduct monthly excluded parties checks
- Maintain site credentialing and maintain all records for sites (credentialing, licenses, etc.)
- Manage Web-based donation campaigns such as GiveBig, Employee Community Fund, etc.
- Assist with annual Executive Summary
 - Maintain information for next summary
 - Provide administrative support for preparing the summary
 - Post summary on Web Page
- Take Staff Lead for Annual Auction
 - Liaison with Board of Directors regarding auction
 - Participate in planning meetings
 - Procurement
 - Behind the scenes work
 - Oversee and manage operations of auction
- Print client handbooks as needed
- Order office supplies for the administration team
- Manage special projects requested by a director
- Crosstrain with other positions and fill-in as needed
- Perform other related duties as assigned

MAJOR RESPONSIBILITIES – Agency in general

- Provide all services utilizing a strengths-based, family-focused, client-centered, trauma-informed, culturally humble approach that is integrated with other services
- Participate in creating and maintaining a safe workplace that values diversity and treats everyone with dignity and respect without regard to race, color, age, religion, creed, gender, gender identity, gender expression, sexual orientation, national origin, marital status, the presence of any sensory, mental, or physical disability
- Utilize teamwork and open communication
- Provide services in a manner that expedites the meeting of contract requirements and program outcomes
- Maintain documentation in a timely, thorough, and accurate manner
- Follow agency policies and procedures, RCWs, WACs, CARF standards, and other external regulations
- Follow CHS's Code of Ethics
- Perform all other tasks as assigned by the supervisor, managers, or directors that further the success of programs and/or the agency

MINIMUM REQUIREMENTS

- High school diploma or equivalent required
- Two years of administrative Support Specialist experience preferred
- Skilled using numbers (math)
- Excellent written and verbal communication skills
- Excellent computer skills, including Excel & Word
- Proficiency in spreadsheet preparation and tracking skills
- Excellent organizational skills and attention to detail
- Proven problem solving skills
- Proficiency with project management
- Self-initiative



- Ability to operate general office equipment
- Ability to maintain confidential information
- Commitment to confronting racism, sexism, heterosexism, and other discriminatory practices
- Demonstrated ability to successfully work within a diverse cultural setting and provide culturally competent services and trainings
- Ability to work cooperatively as part of a team
- Ability to work in an unstructured and unpredictable setting, ability to adapt to change
- Sense of humor

CHS is an Equal Opportunity Employer

The mission of the Center for Human Services is to strengthen the community through counseling, education, and support to children, youth, adults, and families.

Our Values: Model diversity, equity, inclusion & belonging; provide accessibility; champion collaboration; demand accountability; personify integrity; and have fun.



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