

Job Opening: Administrative Assistant, Public Affairs Department

Reports to: Adam Glickman, Director Public Affairs

Locations: home base HQ office (currently in Federal Way). May be required to do occasional work from Olympia or other locations.

Special qualifications: a preference for experience working for an elected official or community based organization. Plus for bilingual fluency, expertise with Sharepoint.

Summary: The Public Affairs Administrative Assistant is a .8 FTE position which provides administrative support to the Public Affairs Department which oversees the political, government affairs, public relations, and community outreach work of SEIU Healthcare 775NW, the long-term care workers union.

Job Description: The Public Affairs Administrative Assistant is responsible for assisting the SEIU Healthcare 775NW Public Affairs team in carrying out strategic objectives related to government relations activities on the local, state, and federal level. The Public Affairs Administrative Assistant coordinates provides general administrative and clerical support for the department and participates in the organization's administrative work group.

Duties include:

- Provide general administrative, office, and clerical support for the Public Affairs Department including word processing, copying, scanning, mail handling, check requests, and computer help desk functions
- Perform event planning and meeting support for internal and external meetings, including all aspects of meeting logistics including invitations, materials production, venue planning, travel, vendor relations, food and refreshments, and staff support for event.
- Scheduling appointments and coordinating meeting arrangements, for example with elected officials including during peak times such as lobby days
- Coordinating travel arrangements for public affairs staff, SEIU Healthcare 775NW members, and Public Affairs guests
- Maintain events calendars (department and organization-wide calendars)
- Maintain community contact database
- Maintain electronic filing system for department and coordinate with organization-wide document retention/destruction
- Assist researcher with submission of public disclosure and other document requests
- Process expense authorizations and employee expense reports, reconcile credit card expenses
- Participate in organization-wide organizing and political campaigns, annual leadership convention, and lobby day.
- Work collaboratively across departments and with other administrative staff
- Other duties as assigned

Job Qualifications:

- Proficient in Microsoft Office 2007, computer and Internet- savvy
- Excellent verbal and written communication in English
- Extreme attention to detail
- Ability to take direction, work independently and in teams with minimal supervision
- Excellent problem solving and troubleshooting skills
- Ability and desire to work with diverse populations
- Ability to learn organization's authorization procedures (for legal compliance)
- Willingness to be an advocate for SEIU's mission and vision; and
- General knowledge of and interest in labor and social justice issues

The successful candidate must be a dependable team player who is able to work well in a fast-paced, dynamic "campaign" environment and effectively prioritize primary duties during periods of time when increased support is needed for special projects, activities, and/or situations. Occasional weekend and evening work will be required. While the job is based in Federal Way, the applicant may be asked to travel for short or long-term assignments.

Preferred experience: candidates with experience working or volunteering for an elected official , party, political campaign, issue organization or with a social justice or community based organization a plus; knowledgeable use of Sharepoint a plus.

To Apply: Send a resume, cover letter, 3 references and salary history to jobs@seiu775.org.