

May 1, 2012

Job Opening: Executive Assistant, Executive Office

Reports to: Executive Officer(s) Not included in SUU BU

This is a salaried, overtime-exempt position

Authorized by: President Rolf

Location: Headquarters in Seattle area: Federal Way, WA. Note: Relocation planned in 2012.

Summary: SEIU Healthcare 775NW is hiring an experienced, highly skilled, motivated, and successful person as Executive Assistant to provide administrative assistance to the President.

Job Description: Executive Assistant

SEIU Healthcare 775NW represents more than 42,000 long-term care workers across the Northwest, and is the region's fastest growing union. SEIU is helping to lead national fights for affordable health care for all, a fair economy, comprehensive immigration reform, and the free choice for all workers to form a union. We advocate for quality long-term care for Medicaid clients, and an end to poverty among caregivers.

SEIU Healthcare 775NW is hiring an experienced, highly skilled, motivated, and successful person as Executive Assistant.

The Executive Assistant provides administrative support and assistance to the President, is a key partner in managing the President's schedule and contacts, supports the Secretary-Treasurer/Chief of Staff and the General Counsel, and provides back up support for the other officers as needed. The Executive Assistant also provides administrative support for the Executive Board and meetings of the organization's staff.

The tasks and duties associated with this position are varied, depending on the needs of the organization. Representative tasks and duties include:

- Provide administrative, office, and clerical support for the President and two additional Executive Office staff.
- Scheduling and appointments, and calendar management, especially for the President. This is approximately 40% of this job, and is the task which requires

the most attention to detail and the ability to act independently. Speed in execution, good judgment, professional comportment and accuracy are required.

- Travel arrangements and coordination. The President travels frequently, and travel arrangement often have to be re-organized as meetings change. Travel for the rank and file Executive Board members on at least a quarterly basis.
- Other support to Executive Office includes word processing, mail handling, call routing, computer help desk functions, drafting correspondence and reports, spreadsheets and presentations, general office management, event planning, and personal assistance including preparation and management of expense records for the President.
- Filing and record-keeping for the organization's governance-related, governmental affairs, and executive support activities and documents, including Executive Board minutes, Convention proceedings, and other reports.
- Event and meeting planning for staff meetings, Executive Board meetings, retreats, conferences, and other meetings, including all aspects of meeting logistics, turn-out, and preparation, such as scheduling, venue planning, travel, materials production, vendor relations, and staff support for event.
- Process expense reports and authorizations for the President, Executive Board, and two additional staff as required.
- Administer executive-level and governance-related events on the organization's master calendar.
- Perform record-keeping, mailings and correspondence related to Executive Board meetings and business. Administration & enforcement of document retention and destruction policies.

Knowledge, Skills and Abilities:

Requirements of the Position: We are seeking an accomplished administrative support professional with a "whatever it takes" attitude, experience in providing support to busy executives, a true believer in the mission of our organization, a committed team builder. Political savvy a must.

Key skills include proficiency in Office 2007 especially Word, Outlook, Powerpoint; (experience with Sharepoint and Access a plus) polished writing, ability to learn our databases, and all of the usual office/administrative skills. Personal skills include the

ability to multi-task and track multiple objectives, the flexibility to react quickly to changing circumstances, sound political judgment and diplomacy. Find out what we're about by reading our media coverage and exploring our websites: www.seiu775.org and www.seiu.org.

A bachelor's degree, previous work in politics or legislative affairs, experience with organizational governance, experience with legal correspondence and record-keeping, experience in organizational change and business process improvement, and experience with the labor movement, experience as staff or volunteer work on political campaigns or with advocacy organizations are all useful experience. Women and people of color are strongly encouraged to apply.

Salary: \$45,000- 55,000 annual salary depending on experience and qualifications. Excellent benefits, including fully employer-paid family health coverage (including domestic partners), a defined-benefit pension plan, an optional 401(k), generous paid leave time, more.

Contact: Talent Manager Suzanne Wall, Chief of Staff at jobs@seiu775.org reference "Exec Assist" and submit cover letter, salary history, three contacts for reference. No phone calls please!

Recruitment date closing May 7, 2012. Prefer that you are available to start immediately, to permit transition with incumbent.