

Description

Here's what Bellwether Housing is all about!

Bellwether Housing was founded in 1980 to create affordable housing for workers in downtown Seattle. After 40 years, Bellwether is the region's largest nonprofit affordable housing provider.

Today, we serve over 3,500 residents in 2,100 homes. We serve families, seniors, and young people starting out. We also serve many veterans, immigrants, and workers being paid less than a living wage. Our housing is near jobs, transit, schools, and community amenities, increasing access to opportunity for our residents. By increasing access to the opportunity and prosperity of the region, our work cultivates a more vibrant and equitable city for all.

Looking forward, Bellwether will continue to integrate our four decades of expertise with new ideas and pioneering development approaches. Bellwether plans to add 2500 new homes to our portfolio by 2025 to meet the huge need for housing in urban King County.

We recognize the centuries of systemic racism in the U.S. housing system that have contributed to the racial wealth gap. In Seattle, this includes redlining, segregation, and other exclusionary practices. As a housing organization, we cannot do our work of creating equitable communities through housing without addressing racism. Housing justice is racial justice.

Here's a brief overview of the position:

Bellwether Housing has an excellent opportunity for an Executive Assistant & Board Liaison position to assist the CEO and the Board.

The Executive Assistant to the CEO & Board Liaison (EA/BL) provides comprehensive support to the Chief Executive Officer (CEO), project management for key strategic CEO and organizational initiatives, and administrative support for the organization's Board of Directors. The EA/BL will serve as a member of the organization's leadership team and contribute to key strategic decision-making. The EA must develop a deep understanding of the work of the organization and the CEO's values and goals for the organization and work in a manner that advances those values and goals, including establishing and maintaining a collaborative, innovative, inspired, and mission-driven organizational culture.

Requirements

This is what you'll be doing:

- Proactively manage CEO calendar, schedule, travel, and expense reports
- Manage schedule, logistics, and materials for Board of Directors and its committees, provide administrative support for board initiatives, meetings and retreats, and other key governance activities
- Assist with external communications and managing external relationships with neighborhood stakeholders, contractors, elected officials and policy-makers, donors, investors, and other financial partners
- Assist with employee engagement by organizing meetings with departments, assisting in managing employee recognition, open forum town halls, and assisting others in planning for all staff meetings and events
- Assist CEO with Bellwether's policy advocacy efforts, including reviewing and briefing CEO on public policy proposals, helping develop and draft Bellwether's policy positions, managing employee and Board engagement in advocacy efforts
- Prepare high-quality graphic visualization of organizational data to support Board meetings, advocacy efforts, and employee and community education.

- Serve as a member of the leadership team, participating in strategic level conversations regarding organizational policy and direction, communicating strategic issues, initiatives and decisions to employees and funneling employee feedback to leadership, and managing key leadership team projects
- Work to establish and maintain a collaborative, innovative, inspired, and mission-driven organizational culture
- Be an organizational barometer with a sense for issues arising in the environment and keep the CEO informed
- Independently manage a wide variety of projects and strategic initiatives on behalf of the CEO
- Schedule, plan, and staff meetings and retreats of the Board and its committees, orientations for new Board members and other Board engagement activities; managing Board rosters and various governance activities
- Prepare and distribute materials for Board meetings and retreats and maintain accurate corporate records (Board meeting minutes, resolutions, Board committee notes)
- Manage logistics, scheduling, and agendas for leadership meetings and retreats and keep and distribute notes
- Assist with miscellaneous tasks and special projects as assigned
- Act with a high level of discretion and professionalism with employees, Board members, and outside stakeholders

We want to hear from you if you have these qualifications and skills:

- Bachelor's degree and 3 years of experience providing executive-level administrative support or a mix of education and experience that provides the necessary knowledge, skills, and abilities to perform the functions of the position
- Advanced competencies w/ MS Office Suite, SharePoint, Adobe, virtual meeting platforms
- Commitment to Bellwether's mission and principles of diversity, equity, and inclusion
- Scrupulous about details in all matters of planning and communication
- Data visualization and ability to interface with large databases.
- Passion for Bellwether's mission and commitment to its equity initiatives
- Proven ability to work effectively across cultures, positions, and industries with the highest degree of professionalism, grace, and discretion
- Strong interpersonal skills, ability to build relationships with diverse individuals, including all levels of staff, board members, policy leaders and elected officials and other stakeholders
- Proactive thinker who seeks & proposes solutions
- Strong project management skills and ability to work independently
- Must pass a criminal history background check prior to employment

Here's what we offer you!

We are dedicated to supporting our employees by offering excellent benefits, career progression opportunities and the ability to be a part of our mission!

Generous compensation range with the following benefits & perks:

- Medical, Dental & Vision benefits for you and your family
- Flexible Spending Account/Health Savings Account
- 403(b) retirement plan with employer match after 15 months of service
- Employee Assistance Program

- Employee Referral Bonus
- 24 days of PTO in your first year of employment
- 10 1/2 holidays per year
- ORCA Transit Pass
- Employer Paid Continuing Education \$2500 per year- after 1 year of employment
- Opportunity for growth & promotion
- Being a part of a mission-based organization

Voluntary Benefits:

- Long-term disability
- Flexible Spending & Dependent Care Accounts (FSA)
- Health Savings Accounts (HSA)
- Retirement Plan

To view our full benefits package visit: www.mybellwetherhousing.com

Bellwether Housing is an equal opportunity employer. We will not discriminate based on 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.

We support the Americans with Disabilities Act (ADA) to reasonably accommodate all qualified applicants [and employees] including by providing reasonable accommodations to people with disabilities.

Bellwether Housing is dedicated to building a diverse, equitable, and inclusive workplace. We value having employees whose skills, experiences, and backgrounds reflect the populations we serve. We are committed to being an anti-racist organization, while acknowledging we have a long way to go. You can learn more about our DEI work [here](#).

Any internal candidate that is selected for this position will be subject to a 90-probationary period regardless of the previous role at Bellwether.

Bellwether will ensure that individuals with disabilities are provided reasonable accommodation to perform essential job functions and to receive other benefits and privileges of employment.

Beginning October 25, 2021-based on Bellwether Housing policy, all candidates that move to a final interview in the process, must certify they have received their Covid-19 vaccinations, by sending a copy of vaccine certification to vaxcert@bellwetherhousing.org.

If not vaccinated, candidates that move forward in the process must submit a recent (no more than 72-hours prior) negative Covid-19 test result to vaxtest@bellwetherhousing.org.

If the candidate is offered the position and remains unvaccinated, they will be required to submit negative test results every Monday to vaxtest@bellwetherhousing.org.

Salary Description

\$65 – 75k