



Executive Assistant - Part Time

Washington Alliance for Better Schools (WABS)

Position Title: Executive Assistant - Part Time

FTE: 0.50 FTE (20 hours per week)

Position type: Salaried, non-exempt

Schedule: This position offers a hybrid Monday through Friday schedule with a combination of in-person and remote work. In-office days are Tuesday-Thursday in our Shoreline office, with Monday and Friday scheduled remotely.

Compensation: \$40,000 to \$45,000 (\$38.46 - \$43.27 per hour) per year, depending on experience and relevant qualifications

Benefits: This position is not eligible for Medical or Retirement benefits. This position receives the following time off as paid: 13 observed Holidays, 10 PTO days, 1 Personal Floating Holiday, and 5 days of Sick Leave.

Reports to: President & CEO

Location: Shoreline, WA

Position Close Date: September 30, 2025. Priority deadline for early candidate review and interview scheduling is September 23, 2025

To Apply: Complete the full application by following this URL: <https://wkb.ms/3KbBgEE>

Organization: [Washington Alliance for Better Schools](#) leads a partnership of school districts, industry, and community dedicated to ensuring students furthest from opportunity can pursue a future that embraces their strengths, passions, and dreams.

Vision: Equity in every school. Opportunity for every student.

Mission: We lead a partnership of school districts, industry, and community dedicated to ensuring students furthest from opportunity can pursue a future that embraces their strengths, passions, and dreams.

Core Values

- Engage: We authentically engage with students, families, community, and partners
- Create: We co-create innovative programs and strategies to advance equity for students
- Amplify: We activate and amplify the capacity that exists in people, communities, and systems

Position Summary

Are you a highly organized, strategic thinker with a passion for advancing educational equity? Washington Alliance for Better Schools (WABS) is seeking a dynamic **Part-Time Executive Assistant** to provide exceptional support to our President & CEO and the Board of Directors. In this pivotal role, you will empower leadership to drive transformative initiatives that close

opportunity gaps and foster innovative, inclusive education. As a key member of our collaborative, mission-driven team, your technical and organizational expertise, combined with a proactive approach, will directly shape educational outcomes for students across Washington. This hybrid position, based in Shoreline, WA, offers flexibility and the chance to make a meaningful impact in a fast-paced nonprofit environment.

Key Responsibilities

Executive Support

- Strategically manage the President & CEO's complex calendar, prioritizing high-impact tasks that align with WABS' mission.
- Proactively prepare polished, data-driven materials for meetings, presentations, and events, ensuring alignment with organizational goals.
- Maintain the highest level of confidentiality when handling sensitive information, including student data, district partnerships, and strategic plans.
- Optimize scheduling to accommodate critical timelines, such as academic calendars, grant deadlines, legislative sessions, and community engagement events.

Board of Directors & Leadership Committees

- Serve as a trusted liaison to the Board of Directors, District Leaders, and Leadership team. Foster strong communication to advance partnerships and collaboration.
- Coordinate scheduling with Board members and stakeholders, including K-12 Superintendents, C-suite executives, community leaders, and industry partners.
- Orchestrate impactful Board meetings, events, and annual retreat, managing logistics, preparing materials, and documenting detailed minutes.
- Develop and maintain the annual calendar and strategic priorities for the Board and leadership meetings, committees, and key milestones for the organization.
- Facilitate the preparation of materials and communications to support mission-driven board activities and events.

Relationship Management

- Build and nurture strong relationships with internal stakeholders (e.g., district leaders, staff, and external partners to amplify WABS' impact in education.
- Foster an inclusive, collaborative work environment that reflects WABS' core values of equity, innovation, and opportunity for all.

Additional Duties

- Plan and execute engaging staff events, such as team-building events and meetings.
- Embrace additional responsibilities as needed, contributing to the evolving needs of a dynamic nonprofit dedicated to educational transformation.
- Other duties as assigned.

Qualifications

- 4-6 years of experience as an Executive Assistant, Project Manager, or similar role, preferably in education or the nonprofit sector, supporting senior leadership.
- Exceptional organizational and analytical skills, with a data-driven approach to streamline operations and evaluate program impact.
- Outstanding communication skills, both written and verbal, tailored to diverse audiences, including educators, board members, and community partners.
- Proven expertise in project management and process improvement, with a track record of driving efficiency in mission-focused organizations. PMP is a plus.
- Strong interpersonal and relationship-building skills, with the ability to influence and collaborate in diverse settings.
- Systems-oriented mindset with a passion for creating order and efficiency.
- Passion for WABS' vision that there is equity in every school and opportunity for every student.
- Proficiency with Apple products, Microsoft Office Suite, Google Suite, and collaboration tools, with the ability to quickly adapt to new software.
- Experience with Salesforce and Monday.com, *preferred*.

Inclusion Statement

We are dedicated to the belief that all lives have equal value. We believe that to be inclusive, we must go beyond this statement to operationalize anti-racism as a part of our practice and are committed to creating a workplace where employees thrive both personally and professionally. We also believe our employees should reflect the rich diversity of the global populations we aim to serve—in race, gender, age, culture, and beliefs—and we support this diversity through all of our employment practices.

All applicants and employees who are drawn to serve our mission will enjoy equality of opportunity and fair treatment without regard to race, color, age, religion, pregnancy, sex, sexual orientation, disability, gender identity, gender expression, national origin, genetic information, veteran status, marital status, and prior protected activity.

Why Join WABS?

At WABS, you'll be at the forefront of transforming education in Washington. This is more than a role—it's a chance to empower underserved students, close opportunity gaps, and shape a more equitable future. Join a passionate, inclusive team where your contributions will drive lasting change in our schools and communities. If you're ready to make a difference, we invite you to apply