



Administrative Assistant III

Position: Administrative Assistant III

Schedule: Full-time, 40 hr/week position. This position offers a hybrid weekly schedule of in-person (Shoreline) and remote work.

Salary: \$70,000-\$75,000

Benefits: Excellent health and retirement benefits are provided by [School Employee Benefits Board](#), with school employee benefits. This position offers paid vacation, sick time, and your birthday and 13 paid holidays. We offer a flexible work environment.

Reports to: King and Pierce County Regional Network Director

Position Close Date: Priority interviews to those who apply by August 7, 2023

To Apply: Please submit your resume to info@wabsalliance.org with the subject line: WABS Admin Assistant, Summer 2023.

Organization: [Washington Alliance for Better Schools](#) (WABS) is a nonprofit collaborative of school districts and industry leaders that leverages resources, talent, and intellectual capital to help over a quarter million students graduate career and college ready.

Equity, Diversity, and Inclusion Statement: WABS is committed to addressing the systemic racism that creates disparities in education. We are committed to equity, diversity, and inclusion, which requires that we use our collective voice to identify and eliminate institutional barriers that deny equitable access and impact the success of Black, Indigenous, and people of color (BIPOC), and other underserved students.

Job Summary

We seek a highly organized and proactive Senior Special Assistant to join our organization. This key role will provide comprehensive administrative support to senior leadership, ensure effective calendar management, streamlined team organization and coordination, event coordination, and professional external communications. Exceptional organizational and communication skills and a solid ability to efficiently collaborate with senior leadership in a fast-paced and dynamic environment are essential to success in this position.

Responsibilities

- Efficiently manage and maintain senior leadership calendars, scheduling appointments, meetings, and conference calls, while prioritizing and resolving scheduling conflicts.
- Provide comprehensive administrative assistance to senior leadership, including drafting correspondence, preparing reports, creating presentations and other materials with accuracy and attention to detail while handling sensitive information with utmost confidentiality.



- Collaborate with senior leadership to optimize team organization, ensuring effective coordination of meetings, projects, and initiatives. Facilitate efficient communication and information flow among team members.
- Plan, coordinate, and manage events like partner convenings, workshops, and team events. Manage logistics, including venue selection, catering, travel arrangements, and on-site support.
- Maintain and update documents, files, and databases, ensuring accuracy and accessibility. Organize and archive relevant materials for easy retrieval and reference.
- Provide administrative support for purchasing and budgets.
- Lead small projects as assigned.

Desired Qualifications

- Proven experience in a similar support role, preferably working with senior leadership.
- Excellent organizational and time management skills, with the ability to prioritize and multitask effectively.
- Strong attention to detail, ensuring accuracy and quality in all tasks.
- Exceptional written and verbal communication skills, with the ability to compose professional and concise correspondence.
- Proficiency in calendar management tools and Microsoft Office, and Google Suite.
- Collaborative and adaptable, with demonstrated capability to thrive in a dynamic work environment.
- Intentional integrity and discretion in handling sensitive and confidential information.
- Strong problem-solving skills, with the ability to anticipate needs and proactively address challenges.
- 3+ years of experience providing senior administrative support. Higher education degrees and certifications are considered.
- Experience in working with K-12 systems and/or higher education systems (considered)
- People who can speak to their lived experience around racial inequity, oppression, and institutional and/or systemic racism are strongly encouraged to apply

Hiring Requirements

As part of our standard hiring process for new employees, employment will be contingent upon the successful completion of a background check.

Depending upon your work location, we may require proof of full vaccination against COVID-19 and any recommended booster doses. All employees in the United States are to provide proof of full vaccination upon hire and any recommended boosters, subject to applicable laws.

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, cultures 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.