



## EXECUTIVE ASSISTANT/OFFICE MANAGER

- Fulltime Position (40 hours)
- Benefits Include Medical, Dental, Vision, Short & Long-term Disability, Life Insurance, Holiday pay, Simple IRA, Sick Leave, Paid Time Off, And Bereavement Pay
- Pay Range: DOE

## MISSION

The mission of the Making A Difference Foundation is to make a difference in the lives of others one person at a time by helping them acquire the most basic human needs: food, housing, encouragement, and opportunity.

## JOB PURPOSE & SUMMARY

Responsibly provide effective and efficient administrative services and office management to ensure that operations maximum productivity and success.

## RESPONSIBILITIES

- Reflect the values and principles of MADF and collaborate with leadership, staff, and external contacts to achieve the mission and vision throughout the organization.
- Work cooperatively in a high-volume, fast-paced environment demonstrating the ability to handle confidential materials with discretion.
- Understand overall agency operations and follow organizational policies and procedures as an Executive Assistant/Office Manager.

## JOB QUALIFICATIONS & REQUIREMENTS

- Ability to provide organized, self-motivated, and detail-oriented administrative support to ensure excellent oral and written communication, which includes reading, writing, and analyzing reports, correspondence, data, and procedure manuals, and the ability to effectively present information and answer questions from and to managers, clients, customers, and the general public.
- Main duties include the following.
  - Composing correspondence, reports and other documents, maintaining office files, taking minutes at meetings, distributing minutes, coordinating repairs to office equipment and rentals, and vehicle maintenance.
  - Ensuring that the foundation is provided with the resources to make effective decisions.
  - Maintaining confidential records and files, arranging vendor payments, researching and assisting with the preparation of motions, policies and procedures, review and edit reports to the Board, prepare correspondence for Board members, and preparing other documents and reports, as needed, on the computer.
  - Scheduling, preparing agendas and packages, attending, and recording minutes and submitting minutes for approval.
  - Providing receptionist and HR services: greeting and assisting visitors, answering phones, direct calls, and responding to inquiries.
  - Managing office day-to-day affairs, on-boarding new employees, and managing volunteers, work-study employees, and interns.
  - Performing other related duties as required.
- 3 years of proven experience as an assistant with proficiency in basic computer applications (Word, PowerPoint, Excel, Access, Outlook, and VolunteerUp experience is a plus), as well as experience with database management applications, proof reading, writing, and grammar skills.
- Preferably have at least an Associates degree (A. A.); or 2 years of management experience; or equivalent combination of both education and experience.

To apply, please send your resume and cover letter detailing your experience and salary requirements to [info@themadfseattle.org](mailto:info@themadfseattle.org).

MADF is an **equal opportunity** employer. All applicants will be considered for **employment** without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran or disability status.

To learn more about MADF, go to [www.themadf.org](http://www.themadf.org).