ACRS

ASIAN COUNSELING
and REFERRAL SERVICE

Asian Counseling and Referral Service, a non-profit organization, promotes social justice and the well being and empowerment of Asian Pacific American individuals, families and communities; including immigrants, refugees, and native born; by developing, providing and advocating for innovative community-based multilingual and multicultural services.

JOB ANNOUNCEMENT

TITLE: Executive Assistant

DEPARTMENT: Administrative Services

SUPERVISOR: Executive Director

PURPOSE: Provides day-to-day administrative, clerical, and project support to the Executive Director and the Board of Directors.

ESSENTIAL JOB FUNCTIONS

1. Assists the Executive Director and the Board of Directors with the coordination and confirmation of meetings, appointments, travel arrangements, events, and the procuring of relevant information. Keeps informed regarding Executive Director's schedule and upcoming meetings and events. Provides other administrative and clerical support as needed.

2. Performs word processing, drafting, editing, proofreading, formatting, and finalizing agency correspondence, document, reports, and presentations for the Executive Director and Board of Directors.

3. Attends Board and relevant agency and community meetings. Prepares materials and arranges for food & refreshments for meetings, activities & presentations. Distributes Board and other meeting information in a timely manner and makes confirmation calls for scheduled meetings. Drafts agendas, takes minutes, transcribes, & submits them for final approval by the Executive Director.

4. Coordinates logistics and support for community meetings and events under the direction of the Executive Director

5. On a daily basis, sorts, reviews, prioritizes and routes mail for the Executive Director; appropriately routes and files all central file information (letters, memos, Board information, meeting minutes, etc.) upon receipt.

6. Other job-related duties as assigned by management.

PHYSICAL DEMANDS & WORKING CONDITIONS:

Regularly required to walk; use hands and fingers to feel, handle, or operate objects, tools, or controls; and reach with hands and arms. Must occasionally lift and/or move up to 20 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus. Work is performed primarily in an office setting. The noise level in the work environment is moderate.

QUALIFICATIONS:

- Bachelor's degree in liberal arts or related field. Two years of administrative or human resource experience;

  OR

  Associate's degree in liberal arts, business or related field plus five years of administrative or human resources experience in non-profit setting. Some substitution of experience and training for academic degree may be allowed.
- Requires superior communication skills. Strong writing skills essential.
- Must be detail-oriented, accurate, have strong organizational skills, and able to manage multiple tasks simultaneously.
- Must be able to work both independently and collaboratively in a fast-paced environment.
- Ability to communicate effectively with professionals of diverse ethnic and professional backgrounds. Experience working in a culturally and linguistically diverse environment highly desirable.
- Must have excellent typing skills (minimum 50 WPM) and be proficient with MS Office and other software. Knowledge of website content management helpful.
- Ability to work flexible schedule including evenings. Interest in social services, public policy and community organizing highly desirable. Must support agency mission.

STATUS: Full-Time / Regular

SALARY: $3,238.38 to $3,538.67 / month; Depending on experience

CLOSING DATE: Open until filled

BENEFITS Medical, dental, Vision, Life and AD&D and LTD insurance; generous vacation/sick/holiday pay; 403(b) and pension plans.

SEND RESUME TO: **ASIAN COUNSELING and REFERRAL SERVICE**
ATTN: Human Resources
3639 Martin Luther King Jr. Way S.

Seattle, WA 98144
Email: hr@acrs.org

Asian Counseling and Referral Service is an equal opportunity employer and provider of employment and training services. Auxiliary aids and services are available upon request to persons of disability. ACRS does not and will not discriminate on the basis of age, ancestry, color, creed, disability, gender identity, marital status, national origin, parental status, political ideology, race, religion, sex, sexual orientation, use of a service animal, military or veteran status. Equal access to programs, services and employment is available to all persons. Those individuals requiring accommodation should notify ACRS in advance. ACRS is a Tobacco Free Campus.