



Executive Assistant Job Description

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Job Summary

iLEAP is looking for an Executive Assistant (EA) with a versatile administrative support skill set, a gift for organization and efficiency, who thrives in managing details and systems integrity, and who enjoys working cross-cultural, collaborative environments. The EA reports to the Executive Director and is responsible for performing a number of administrative, HR, development, and programmatic duties. A successful EA candidate loves working with and serving others and shows initiative and collaborative skills to work effectively with iLEAP constituents to accomplish our mission. This position may represent and act as an ambassador for iLEAP to a number of different constituencies including board members, space renters/tenants, program participants, and iLEAP supporters.

As a small, but high-functioning organization with a deeply committed core staff, the ideal candidate will be someone who can fit in our team that values personal growth, diversity, and a global mindset. We strongly encourage immigrants and non-US citizens to apply.

About iLEAP

iLEAP is a rapidly growing international nonprofit based in the Wallingford neighborhood of Seattle. We bring emerging and established social leaders from around the world, across cultural contexts and economic divides, together to cultivate deep and sustained positive transformation in their lives. We design and create the space for people to discover themselves and renew their sense of power so that they can lead from a place of connection in the communities they serve.

iLEAP exists to create more social justice and equity in the world and to lift up and sustain the *community-based leaders who are the center of social change*. We believe that, if we grow, transform, and connect these leaders, it will create stronger communities, countries, and less human suffering in the world.

Primary Job Duties

Administration, General

- Provide support to the Executive Director on all administrative matters including meeting deadlines, maintaining schedules and workflows, and ensuring a positive and productive workplace;
- Maintain office services by organizing office operations and procedures; including,
 - triaging external correspondence (emails and phone calls);
 - maintaining filing systems.
- Maintain the integrity of organization's data management systems, particularly in the cloud-based systems of Office 365, Salesforce and Asana;
- Support the timely receipt of staff submissions including timesheets, expense reports, and reimbursements;
- Maintain office efficiency by implementing office systems and timely procurement of supplies and equipment;
- Cultivate and maintain vendor relationships (telecommunication, accommodation, transportation, etc.);

- Negotiate accounts with service providers;
- Support Executive Director and iLEAP Board of Directors, including records management, meeting coordination, and onboarding of new directors;
- Serve as the main point of contact in the recruiting, orienting, and training of new employees;
- Maintain the iLEAP Employee Handbook to maintain relevance;
- Administer personnel policies in the iLEAP Employee Handbook;
- Maintain all employee accrual records;
- Ensure legal hiring and termination procedures;
- Manage employee benefit program;
- Supervise volunteers and interns;
- Manage and recognize volunteer service to iLEAP;
- As needed, support iLEAP Space Rental program.

Administration, Programs

- Prepare and coordinate all **visa and immigration matters** for program participants, including letters of support, attorney briefings, travel arrangements, etc.;
- Under the guidance of Program Team, support participants' needs of telecommunication, transportation, and accommodation—including homestays;
- Provide other administrative support to program staff, as needed;
- Provide general support to iLEAP learning team, as needed;
- Contributes to team effort by accomplishing related results, as needed.

Administration, External Affairs

- Provide support to the Executive Director and Director of External Affairs on all matters related to external affairs work—including, but not limited to database management, special events, donor stewardship and cultivation, institutional partnership support, alumni support, collateral creation, website, and electronic and hard-copy mailings.

Time Allocation

1. Operations	50%
2. Programs	30%
3. External Affairs	20%

Core Competencies

- Alignment with iLEAP vision and mission;
- Ability to manage multiple, diverse projects;
- Initiates and creates planning processes for others to follow;
- Initiative and create clear project workflows for others to follow;
- Initiates, creates, and follows budgets;
- Clear, effective and efficient communicator;
- Skilled at working in teams and independently;
- Resourceful and solution-oriented;
- Creative problem-solver
- Flexible, patient and compassionate;
- High level of self-awareness;

- Skilled at giving and receiving feedback;
- Highly organized with attention to detail;
- Skilled at prioritization and time management;
- Ability to communicate with diverse audiences;
- Takes pride in seeing a project through to the end and meets the deadline;
- High standards of excellence;
- Understands what it means to “manage up” and how to be efficient and productive with other’s time.

Qualifications

- Minimum of 3 years of experience as a successful administrator and/or executive assistant;
- English language fluency (speaking and listening), advanced (writing);
- 2nd language fluency (speaking and listening), advanced (writing).

Other Skills

- Office 365
- Asana/Workflow platform
- Salesforce/CRM
- Constant Contact
- Quickbooks

Overview

- Reports to: Executive Director
- Salary Range: \$19.50-22.50/per hour, DOE
- Initial contract: 3 months, long-term renewal TBD
- Hours: full-time, 40 hours/week, with seasonal times that are more busy than others; some evenings and weekends. Some travel may be required.
- Benefits: flexible work schedule, strong work culture of personal and professional growth
- To apply visit this link: https://ileap.formstack.com/forms/exec_asst