



Executive Assistant

Who We Are:

The Northwest Healthcare Response Network (NWHRN) has a unique and vital role in disaster planning, response, and recovery: We lead and coordinate a **coalition** of independent healthcare organizations, public health leaders and emergency response partners to ensure Washington's communities can receive needed healthcare services during emergencies and disasters. This is the heart of our nonprofit mission during any kind of crisis. Our goal is that every patient gets the care they need when disasters strike.

We are a local and national leader in multi-hazard healthcare preparedness and response and multi-sector engagement. Our **expertise** centers on developing the relationships, plans and capabilities that are at the core of a coordinated emergency response. Our **approach** to disaster planning and response relies on **both art and science**. We leverage expertise, collaboration, partnerships, innovation, and accountability to identify novel approaches to multisector challenges and implement solutions.

We achieve our goals through a commitment to teamwork, collaboration, individual accountability, remaining agile, a dedication to customer service and taking initiative to work through obstacles. We believe in the philosophy and ethos of "We not Me." We seek to foster and maintain a culture of mutual support, growth, and working towards the common good to realize our mission, both internally and externally.

Who You Are:

Our future Executive Assistant is excited to join a team focused on helping ensure patients get care in disasters through coordination, collaboration and readiness with our healthcare and emergency response partners. They are committed to providing exceptional executive support to the organization's leadership and growing this role to support the organization in achieving its optimal impact and success as a small, growing non-profit organization.

Our ideal candidate is strategic, has strong analytical skills, is detail oriented, and enjoys working within an environment that is mission-driven, service-minded and collaborative with numerous partners and stakeholders. They have strong project management and process improvement skills and the ability to exercise good judgment in a variety of situations. They have strong written and verbal communication, administrative, and organizational skills. The ability to maintain a realistic balance among multiple priorities is imperative. They are confident and flexible working work under pressure and handling a wide variety of activities and confidential matters with discretion and equally comfortable identifying the need for and seeking out direction when project at hand is of elevated stature.

Our ideal candidate is also passionate about our mission and shares our philosophy on organizational culture and approach. They have a high degree of integrity and demonstrate professionalism and personal accountability. They enjoy working with a team and partners who bring diverse backgrounds and skill sets and believe our best outcomes are achieved by working together. They are comfortable with being nimble in a small organization. They are conscientious and mindful of how their actions affect others.

They approach their work by seeking to understand the needs and objectives of others, which then informs how they achieve their objectives. They maintain a growth mindset and are committed to continuous improvement. They seek and provide feedback, and they adapt their approach and expectations accordingly both within the team and with our partners.



Does this sound like you?

Join our skilled, mission-driven, and professional team!

Position type: Salaried, Exempt

Reports to: Chief Executive Officer with dotted line to Director of Preparedness, Response and Recovery

Location: Fully Remote based in the Greater Seattle Area, some travel within state required

Hiring Range: \$80,168 – \$87,484

Job Summary:

The Executive Assistant serves as the primary administrative point of contact and executive support for NWHRN Executive Leadership, and as an administrative liaison with the Board of Directors. This position will also provide supplemental assistance to other leadership team members on an as needed basis. This role is an instrumental partner to the Executive Leadership team.

Essential Functions: *Duties & responsibilities include, but are not limited to:*

- I. Executive Support** Complete a broad variety of administrative and executive support tasks that facilitate Executive Leadership's ability to effectively lead the organization, including:
- Coordinate Leadership Team meetings including scheduling, calendar management and note taking. Track and coordinate follow up on action items, as needed.
 - Conduct research on topics relevant to NWHRN work and organizational priorities as requested. Gather and synthesize information for informed decision-making.
 - Provide project management support for projects and activities within the Executive Leadership's portfolio.
 - Schedule/calendar management as needed; prioritizing inquiries and requests while troubleshooting conflicts make judgements and recommendations to ensure smooth day-to-day engagements.
 - Assist with correspondence on behalf of the Executive Leadership or organization.
 - Collect and prepare information for meetings with staff and outside parties.
 - Make travel arrangements for the Executive Leadership and complete expense and mileage reports in adherence with organizational policies.
 - Serve as a point of contact for internal and external constituencies on behalf of the Executive Leadership when requested, including those of a highly confidential or critical nature. Support Chief Executive Officer to prioritize and determine appropriate course of action, referral, or response.
 - Support the Executive Leadership in maintaining positive relationships with stakeholders and funders.
 - Provide back-up administrative support for the leadership team as needed.



II. Board Administrative Support:

- Act as a liaison and provide support to the Board of Directors.
- Arrange and handle all logistics for Board related meetings and events: schedule meetings; draft agendas; develop, compile, and distribute presentation materials; and record meeting minutes on behalf of Board Secretary.
- Maintain current board documentation and materials in support of organizational governance.
- Exercise high degree of confidentiality and judgment as needed.
- Maintain compliance with applicable rules and regulations set in bylaws regarding Board matters.

III. Emergency response:

This position is expected to participate in emergency response in support of the Chief Executive Officer and within the organization's Incident Command Structure, as needed. This may include availability after hours during emergency activations. (necessary training will be provided)

Key Performance Indicators

The following are performance measures that are critical to success in every role at NWHRN. They represent our values and guiding behaviors in how we do our work and achieve our mission.

- STEWARDSHIP
- TEAMWORK
- INITIATIVE
- FLEXIBILITY
- ACCOUNTABILITY
- COMMUNICATION
- CUSTOMER SERVICE
- LEADERSHIP

Qualifications:

- At least five years' executive support experience, including supporting C-level executives. Nonprofit experience and/or experience within healthcare or government is preferred. Experience in small business environments is a plus.
- Excellent verbal and written communication skills.
- Strong strategic and analytical skills.
- Excellent project management and tracking skills.
- Experience with strategic planning and process improvement preferred.



- Exceptional organizational skills and impeccable attention to detail.
- High degree of professionalism in dealing with diverse groups of people, including Board members, senior executives, staff, community leaders, stakeholders, and funding partners.
- Ability to make appropriate, informed decisions regarding priorities and available time.
- Ability to complete multiple tasks and projects with little or no guidance.
- Ability to react with appropriate levels of urgency to situations and events that require quick response or turnaround.
- Able to maintain a high level of integrity and discretion in handling confidential information.
- Excellent judgment is essential.
- Ability to maintain flexibility to switch gears on short notice.
- Expert proficiency with Microsoft Office and desktop presentation publishing software; ability to design and edit content and graphic presentations and materials. Familiarity with social media management is a plus but not required.
- Commitment to and enthusiasm for our mission and organizational values.

Benefit Highlights:

- 100% employer paid Medical, Dental and Vision insurance for employees: 75% employer paid insurance for each dependent.
- Paid vacation, sick leave, holidays, and 2 personal days.
- Retirement plan with employer match up to 4% of gross salary.
- Flexible Spending Account option.

Hours:

40 hours per week, generally Monday - Friday. When needed, emergent and /or emergency response activities could require long hours and weekend work.

Work equipment:

NWHRN supplies a work-issued laptop, cell phone and equipment to perform essential job functions.

Physical Requirements:

Prolonged periods sitting at a desk and working on a computer. Must be able to lift up to 25 pounds at times.

To apply:

Please send a cover letter indicating interest in the position and resume to: hr@nwhrn.org with the subject line title: “**Executive Assistant**”

NWHRN is an equal opportunity employer.