



KCRHA
King County Regional Homelessness Authority

Executive Assistant & Board Liaison

Role Title: Executive Assistant

Salary: \$85,000 – \$100,000

Organizational Overview

The King County Regional Homelessness Authority (RHA) oversees all homelessness related programming and prevention initiatives in the Seattle/King County region. Created via an interlocal agreement between the City of Seattle and King County in 2019, the Authority is charged with building and implementing a regional approach to ending homelessness in King County. To accomplish this, the Authority is specifically tasked with:

1. Engaging and centering people with lived experience;
2. Focusing on justice-based approaches to actively address disproportionalities in the population experiencing homelessness; and
3. Integrating the perspectives of a wide range of stakeholders across King County through a sub-regional planning process that recognizes the unique attributes of communities within the county.

The Authority is currently in its founding era and seeks dynamic and skilled leaders at all levels.

Team Overview

The leadership team of the KCRHA directly manages all aspects of agency operations and performance. The team includes the CEO, Deputy CEO, Senior Director of External Affairs and Communications, Senior Director of Health Initiatives, the Chief Community Impact Officer, Chief Program Officer, Chief Administrative Officer, Subregional Planning Manager, and the Director of Equity and Justice. This team is responsible for working with staff and stakeholders at all levels of the organization and in all parts of the community to develop strategy and drive implementation of key initiatives and complex tasks.

Role Description

The Executive Assistant supports the CEO and other senior leaders as identified through confidential strategic and administrative support. This person will be responsible for

supporting the CEO and leadership team through a combination of project management, writing and editing, research and information gathering, and high level administrative and relationship support functions.

This role will also be responsible for providing support to the Implementation Board and Governing Committee by acting as the primary point of contact for Board and Committee members, gathering and disseminating meeting materials in a timely manner, taking minutes during meetings, and ensuring that meetings run smoothly and efficiently.

Finally, this person will interface with external stakeholders including senior representatives of state, local or federal government agencies and/or private sector companies. Sensitivity to confidential matters, a high level of professionalism, tact and diplomacy are paramount.

Accountabilities

Executive Support (90%)

- Provide sophisticated management of complicated calendars for the CEO and other senior staff as needed. Prioritize inquiries and requests while troubleshooting conflicts; exercise judgment and make recommendations to ensure smooth day-to-day engagements.
- Act as a liaison and provide support to the Implementation Board and Governing Committee. Arrange and handle all logistics for Board meetings and events: schedule meetings and webinars; draft agendas; develop, compile, and distribute presentation materials; ensure compliance with the Open Public Meetings Act; and record meeting minutes on behalf of the Board Secretary. Adhere to compliance with applicable rules and regulations set in bylaws regarding Board matters.
- Complete a broad variety of administrative tasks that facilitate the CEO's ability to effectively lead the organization, including: assisting with special projects; designing and producing complex documents, reports, and presentations; collecting and preparing information for meetings with staff and outside parties; composing and preparing correspondence; maintaining contact lists; making travel arrangements; and completing expense and mileage reports.
- Serve as the primary point of contact for internal and external constituencies on all matters pertaining to the CEO, including those of a highly confidential or critical nature. Prioritize and determine appropriate course of action, referral, or response, exercising judgment to reflect CEO's style and organization policy.
- Work closely with the CEO to keep them well informed of upcoming commitments and responsibilities, following up appropriately. Act as a "barometer," having a sense for the

issues taking place in the environment and keeping the CEO updated. Anticipate and prepare or coordinate preparation of materials, briefings, or other documents for the CEO's needs in advance of meetings, conferences, etc.

- Coordinate all Executive Team meetings and retreats and assist with staff meetings and events as needed.
- Provide a bridge for smooth communication between the CEO and staff, demonstrating leadership to maintain credibility, trust, and support with the Executive Team. Complete projects by assigning work to appropriate staff, including the Executive Team, on behalf of the CEO.
- Work with the Executive Team to coordinate the CEO's outreach activities. Follow up on contacts made by the CEO to cultivate ongoing relationships.

KCRHA Administrative Support and Supervision (10%)

- Partner with the Chief Administrative Officer, Assistant Chief Administrative Officer of Operations, and the Senior Administrative Specialist to collaboratively manage all aspects of organization's office services. Contribute to the development of office policies and procedures for improved work flow and anticipate future needs as the organization grows.
- Assist in the selection of vendors and purchase equipment, services, and supplies necessary for operation of organization.
- Directly supervise for the Senior Administrative Specialist, providing ongoing guidance and thought partnership.

Minimum Requirements

- Ability to work on site 80% (4 days) of the time.
- Strong ability to execute work with a diversity, equity, and inclusion lens.
- Significant executive support experience, including supporting C-level executives. Board support experience is highly preferred.
- Extensive experience managing complicated schedules, assessing competing priorities and independently exercising sound judgment.
- Expert proficiency with Google Workspace, Microsoft Office, Zoom (meeting and webinar management) and other communications platforms.
- Technical proficiency and problem-solving skills related to cloud-based environments (web-based applications).
- Strong verbal and written communication skills.
- Exceptional organizational skills, and impeccable attention to detail.
- Self-starting, initiative-taking approach to problem-solving and learning the job.
- High degree of professionalism in dealing with diverse groups of people, including Board members, senior executives, staff, community leaders, donors, and funded partners.

- Good judgment; ability to make appropriate, informed decisions regarding priorities and available time.
- Ability to react with appropriate levels of urgency to situations and events that require quick response or turnaround.
- Ability to maintain a high level of integrity and discretion in handling confidential information.
- Ability to stay calm under pressure.

Additional Requirements

- Ability to travel up to 10%, in state and out-of-state
- Experience working across government agencies and related structures/governing bodies.
- A track record of success in operations, partnership and/or board management
- Experience managing a team; a commitment to differentiating management to support success, growth and development of a diverse workforce
- Exceptional planning, organizing, and prioritizing skills in order to manage a diverse workload, multiple demands, and deadline sensitive projects
- A high level of customer service orientation and attention to detail
- Ability to provide and accept feedback

VACCINATION MANDATE

RHA is subject to the King County requirement that all county contractors and volunteers working onsite (Workers) at Executive branch agencies (Agency/Agencies) be fully vaccinated against COVID-19.

If you are the successful candidate for a position, RHA will send you a conditional offer letter. As a condition of employment, prior to a final offer of employment, you will be required to:

- Submit proof of vaccination, or
- Have an approved request for medical or religious exemption and an approved accommodation. Philosophical, political, scientific, or sociological objections to vaccination will not be considered for an exemption or accommodation.

People are considered fully vaccinated against COVID-19 two weeks after receiving the final dose of a vaccination approved by the Center for Disease Control and Prevention (CDC).

EEO STATEMENT

The Regional Authority is committed to a policy of Equal Employment Opportunity and will not discriminate against an applicant or employee based on the basis of race, creed, religion, color, national origin, age, alienage or citizenship status, ancestry, nationality, national origin, marital or domestic partnership or civil union status, familial status, sex, pregnancy, gender identity, or any other characteristic protected by federal, state or local law. In addition, The Regional Authority will provide reasonable accommodations for qualified individuals with disabilities.