



KCRHA
King County Regional Homelessness Authority

Role Title: Administrative Coordinator

Salary: \$85,000 - \$95,000

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.

Role Description

The Administrative Coordinator supports the Chief Programs Officer, the Deputy Chief Programs Officer and the Program and System Performance Division. This person will be responsible for supporting the CPO, Deputy CPO and the programs 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 CE PAC, Advisory Committee/Continuum of Care (CoC) Board and other CoC subcommittees 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, hosting webinar based public meetings using the RHA hosting platforms 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 (80%)

- Provide sophisticated management of complicated calendars for the CPO and Deputy CPO. 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 Advisory Committee Co-Chairs, CE policy advisory committee Co-Chairs, and CoC subcommittees. Arrange and handle all logistics for 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. Adhere to compliance with applicable rules and regulations set in bylaws regarding Board matters.
- Complete a variety of projects and be a project lead by 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 CPO and Deputy CPO, including those of a highly confidential or critical nature. Prioritize and determine appropriate course of action, referral, or response, and exercising judgment.
- Work closely with the CPO and Deputy CPO 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 CPO and Deputy CPO updated. Anticipate and prepare or coordinate preparation of materials, briefings, or other documents for the CPO and Deputy CPO's needs in advance of meetings, conferences, etc.
- Coordinate all upcoming or recurring meetings and retreats. Assist with staff meetings and events as needed.
- Provide a bridge for smooth communication between the CPO/Deputy CPO and staff, demonstrating leadership to maintain credibility, trust, and support with the

Programs Team. Complete projects by assigning work to appropriate staff by the direction of the CPO/Deputy CPO.

- Follow up on contacts made by the CPO/Deputy CPO to cultivate ongoing relationships.

KCRHA Administrative Support and Supervision (20%)

- 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.

Minimum Requirements

- 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.
- 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.