



# EXECUTIVE ASSISTANT TO THE CHIEF EXECUTIVE OFFICER

## Organization Overview

The Seattle Social Housing Developer is a Public Development Authority (PDA) committed to creating, owning, and stewarding permanently affordable, mixed-income housing that is publicly financed, publicly controlled, and free from market speculation. As we lay the foundation for this transformative model, guided by international examples and rooted in public accountability, we are building a team to define a new standard for equitable, sustainable, and community-centered housing development in Seattle. Our goal is to expand access, strengthen the social fabric of our city, and ensure housing that is affordable forever and inclusive by design for current and future generations.

## Position Overview

The Executive Assistant supports the CEO by coordinating key communications, managing priorities, and helping ensure that day-to-day operations run smoothly and efficiently. This role helps maintain organization and continuity by managing schedules, tracking tasks, and supporting the CEO's administrative needs.

The ideal candidate is a reliable and adaptable professional who works well in a mission-driven, collaborative, and fast-paced environment. With strong organizational skills, attention to detail, and clear communication, the Executive Assistant helps maintain organized systems, track priorities, and support the administrative needs of a growing organization.

Because the organization operates as a Public Development Authority, the Executive Assistant must demonstrate exceptional attention to detail and a strong commitment to accurate documentation, transparency, and adherence to established policies and procedures. This role supports the organization's accountability to the stakeholders of Seattle Social Housing by helping ensure that records, communications, and administrative processes are clear, accurate, and well-documented.



## Position Details

Job Title: Executive Assistant

Department: Executive Office

Reports To: CEO

FLSA Status: Non-Exempt, Hourly

Salary Range: The hourly range for this full-time position is \$45.67 – \$52.88 per hour, equivalent to an annualized range of \$95,000 to \$110,000, depending on qualifications and experience. This is a full-time, non-exempt position eligible for overtime in accordance with federal and state law. The Seattle Social Housing Developer offers a comprehensive benefits package, including medical, dental, and vision coverage as well as participation in the Public Employees' Retirement System (PERS), a retirement plan for state and local government employees.

## Essential Duties and Responsibilities

### Executive Support

- Manage the CEO's calendar, including scheduling, prioritization, and preparation of briefing materials to support effective meetings and commitments.
- Monitor and help manage the CEO's email inbox by reviewing incoming messages, flagging priorities, drafting responses, and ensuring timely follow-up when appropriate.
- Anticipate the administrative and logistical needs of the CEO, helping ensure they are well-prepared, informed, and supported in daily responsibilities and upcoming commitments.
- Review and monitor communications, materials, and emerging issues to proactively identify items of potential consequence, including reputational, legal, or public scrutiny risks, and escalate appropriately to support informed, timely decision-making by the CEO.
- Draft, edit, and distribute executive communications, presentations, and reports for internal and external stakeholders.
- Prepare and coordinate a biweekly CEO update to the Board, ensuring timely, accurate, and strategic communication of key priorities, risks, and organizational developments.
- Coordinate the CEO's participation in meetings and events, ensuring materials are prepared and follow-up items are tracked.
- Conduct basic research and compile background information to support the CEO's preparation for meetings and discussions.
- Support leadership and organization-wide meetings by coordinating logistics, preparing agendas, documenting key notes, and tracking follow-up on action items.

- Ensure executive materials, records, and communications are accurate, well-documented, and organized, in alignment with the transparency, compliance, and public accountability requirements of operating as a Public Development Authority.
- Support meeting and interview logistics, including greeting guests, escorting visitors, preparing meeting spaces, and assisting with refreshments and room setup to ensure a welcoming and organized environment.

### **Organizational Operations and Efficiency**

- Help establish and maintain simple, organized administrative systems for files, shared documents, and internal information so staff can easily access what they need.
- Set up and maintain tracking tools (task lists, project trackers, shared calendars, or simple workflow systems) to help the team stay organized and follow through on commitments.
- Document administrative processes and create basic guides or templates so routine tasks can be completed consistently.
- Assist with onboarding logistics for new staff, including preparing materials, coordinating access to systems, and organizing key documents.
- Support the setup and maintenance of basic operational tools such as shared drives, project management platforms, and communication systems.
- Identify routine administrative needs and help establish simple processes that reduce confusion and improve day-to-day workflow.

### **Administrative Support**

- Provide flexible administrative support across the organization as new systems, processes, and operational needs emerge.
- Mentor and coordinate with future administrative staff to ensure consistent, high-quality executive support.
- Other job duties as assigned.

### **Required Skills and Abilities**

- Exceptional interpersonal, written, and verbal communication skills.
- Strong analytical, organizational, and decision-making capabilities.
- Proven ability to manage sensitive information with discretion and professionalism.
- Experience leading cross-functional projects and improving internal processes.



- Proficiency with Microsoft Office Suite, scheduling tools, and project/task management platforms.
- Ability to adapt in a fast-paced, mission-driven public organization.

## Education and Experience

- Minimum five years of experience in executive support, operations, or program coordination.

## Preferred Experience

- Advanced degree in Business Administration, Nonprofit/Public Management, or related field.
- Experience in government, public housing, or nonprofit sectors.

## Other Requirements

- Must pass a background check.

## To Apply:

Send a position-specific cover letter and resume in a single PDF to: [careers@seattlesocialhousing.org](mailto:careers@seattlesocialhousing.org). Application deadline is November 3rd or until filled.

## Building Equity Through Housing and Hiring

As part of Seattle Social Housing's overall commitment to racial equity, we work for affordable housing development that is grounded in justice. We see the hiring of this position, and all positions, as an opportunity to be a more equitable and racially just organization.

Seattle Social Housing is an equal opportunity employer and does not discriminate on the basis of race, national origin, gender, gender identity, sexual orientation, protected veteran status, disability, age, or other legally protected status. People of color, Native and Indigenous people, trans and LGBTQIA people, people with disabilities, and other individuals who bring critical perspectives from historically marginalized communities are strongly encouraged to apply.