



EXECUTIVE ASSISTANT TO THE CHIEF OPERATING OFFICER

ORGANIZATION OVERVIEW

The Seattle Social Housing Developer (SSHD) is a Public Development Authority (PDA) committed to creating, owning, and stewarding permanently affordable, mixed-income social 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 social 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 to the Chief Operating Officer provides high-level administrative, organizational, and operational support to the COO as Seattle Social Housing launches and scales its property management, asset management, human resources, resident services, and facilities functions. This role helps the COO manage priorities, coordinate cross-functional work, prepare for key meetings, and maintain clear systems for follow-through across a growing operational portfolio.

The ideal candidate is a proactive, detail-oriented, and highly organized professional who can support a senior operational leader in a mission-driven, public-sector environment. The Executive Assistant must be able to track competing priorities, coordinate information across departments, communicate clearly with internal and external stakeholders, and help create the administrative infrastructure needed for operational excellence.

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 public accountability by helping ensure that operational records, meeting materials, communications, and administrative processes are clear, timely, well-organized, and aligned with Seattle Social Housing's values of equity, accessibility, and public benefit.

POSITION DETAILS

Job Title: Executive Assistant to the Chief Operating Officer

Department: Operations

Reports To: Chief Operating Officer

Direct Reports: None

FLSA Status: Non-Exempt, Hourly

Compensation & Benefits

The hourly range for this full-time position is \$37.50 – \$56.25 per hour, equivalent to an annualized range of \$78,000 to \$117,000, 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 and Operational Support

- Manage the COO's calendar, including scheduling, prioritization, preparation of briefing materials, and coordination of meetings related to operations, property management, asset management, resident services, facilities, and human resources.
- Monitor and help manage the COO's email inbox by reviewing incoming messages, identifying priorities, drafting responses, routing items to appropriate operational leaders, and ensuring timely follow-up when appropriate.
- Anticipate the administrative and logistical needs of the COO, helping ensure they are prepared, informed, and supported for meetings, operational decisions, internal priorities, and external commitments.
- Track operational issues, materials, deadlines, and follow-up items that may affect resident experience, property performance, staff coordination, compliance, public accountability, or organizational risk, and escalate appropriately to support informed and timely COO decision-making.
- Draft, edit, format, and distribute communications, presentations, reports, agendas, and operational materials for internal teams, executive leadership, Board updates, public agency partners, and community stakeholders.
- Support preparation of regular COO updates for the CEO, executive leadership team, and Board by gathering information from operational departments and organizing key priorities, risks, metrics, and decisions needed.
- Coordinate the COO's participation in internal and external meetings, including meetings with property management, asset management, HR, resident services, facilities, development, finance, public agencies, service providers, and community partners.
- Conduct basic research and compile background information to support the COO's preparation for operational planning, policy development, lease-up coordination, resident services, facilities planning, and stakeholder discussions.
- Support cross-functional operational meetings by coordinating logistics, preparing agendas, documenting key notes, identifying decisions, and tracking action items across departments.
- Maintain accurate and organized executive records, operational files, meeting documentation, and follow-up systems 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.

Operational Coordination and Process Support

- Help establish and maintain organized administrative systems for operational files, shared documents, policies, procedures, vendor information, and department-level materials so staff can access accurate information efficiently.
- Set up and maintain tracking tools such as task lists, project trackers, shared calendars, meeting logs, and workflow systems to help operational teams follow through on commitments and deadlines.
- Document administrative processes and create basic guides, templates, and checklists to promote consistency across operational meetings, reporting, follow-up, and internal coordination.
- Assist with operational onboarding logistics for new staff and consultants, including preparing materials, coordinating system access, organizing orientation documents, and connecting team members to relevant procedures and resources.
- Support the setup and maintenance of operational tools such as shared drives, project management platforms, communication systems, department calendars, and reporting templates.

- Identify routine administrative, workflow, and information-management needs across the COO's portfolio and help establish simple processes that reduce confusion, strengthen coordination, and improve day-to-day operational effectiveness.

Administrative Support and Stakeholder Coordination

- Provide flexible administrative support across the COO's portfolio as Seattle Social Housing develops new systems, policies, partnerships, property operations, resident services, and internal infrastructure.
- Coordinate with executive, administrative, and departmental staff to ensure consistent communication, high-quality support, and reliable follow-through across operational priorities.
- Support coordination with local organizations, public agencies, service providers, vendors, and community partners as needed to advance operational priorities and resident-serving work.
- Adapt to shifting priorities and take on additional responsibilities as the role and organization evolve.

REQUIRED SKILLS AND ABILITIES

- Exceptional interpersonal, written, and verbal communication skills.
- Strong organizational, analytical, and decision-making capabilities, with the ability to track complex operational priorities and follow-through across multiple departments.
- Proven ability to manage sensitive information with discretion and professionalism.
- Experience supporting cross-functional projects, improving internal processes, and coordinating work among senior leaders, departments, consultants, and external partners.
- Proficiency with Microsoft Office Suite, scheduling tools, and project/task management platforms.
- Ability to adapt in a fast-paced, mission-driven public organization while maintaining accuracy, discretion, responsiveness, and strong customer service.

EDUCATION AND EXPERIENCE

- Minimum five years of experience in executive support, operations, administration, project coordination, or program coordination, preferably supporting a senior executive or operational leader.

PREFERRED QUALIFICATIONS

- Advanced degree in Business Administration, Nonprofit/Public Management, or related field.
- Experience in government, public housing, affordable housing, resident services, facilities coordination, property management, nonprofit operations, or public-sector administration.

OTHER REQUIREMENTS

- Must pass a background check.
- Ability to adapt to shifting priorities and take on additional responsibilities as the role and organization evolve.
- As a condition of employment, employees of Seattle Social Housing Developer are generally prohibited from residing in housing that is owned, developed, operated, or managed by SSHD, except where SSHD has approved a limited operational exception.

OUR CULTURE OF CONSTRUCTIVE CLARITY

We are carrying out a bold mandate, which requires us to be exceptionally honest and clear with one another. We actively value different perspectives and expect our team members to share constructive disagreements and challenge ideas during our planning stages. We know that brilliant minds process and share information differently. Whether you prefer to speak up in a meeting, share written feedback after digesting a proposal, or

discuss ideas one-on-one with your manager, we welcome and support your communication style. What matters most to us is that we don't ignore unresolved issues. Once we have weighed all viewpoints and made a decision, we align and move forward as a unified team. If you value transparency, structured feedback, and committing to shared goals, we would love to have you join us.

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.

TO APPLY

Send a position-specific cover letter and resume in a single PDF to: careers@seattlesocialhousing.org. Application deadline is August 28, 2026 or until filled.