



## Executive Assistant

Full time  
Kennewick, Olympia, Seattle,  
Wenatchee, Yakima

[columbialegal.org](http://columbialegal.org)

### Who We Are

Columbia Legal Services is a legal advocacy organization that advances social, economic, and racial equity for people living in poverty. We hold government agencies, institutions, and other actors accountable to address the root causes of racism and their manifestation in unfair treatment and inequitable access to resources, power, and opportunities based on race. We focus on dismantling unfair systems of mass incarceration and immigration. We believe that communities should have a voice in the creation and implementation of the policies, laws, and legal systems that impact them.

We are committed to an environment of mutual respect, collaboration, and equal opportunity for all employees, and strongly encourage applications from people of color, immigrants, people who have been affected by mass incarceration, and other underrepresented and historically marginalized groups. We believe in building and sustaining an organization that is reflective of the communities we serve, and is diverse in work background, experience, education, race, color, national origin, sex, age, religion, marital status, veteran status, sexual orientation, gender identity, ancestry, national origin, or sensory, mental and physical abilities. We believe that the resulting diversity is both a source of program strength and a matter of fundamental human fairness.

### Position Summary

Columbia Legal Services seeks an Executive Assistant to work closely with our management team on a wide range of executive and management functions, and to bolster our advocacy with a high-level of administrative and executive-level support and coordination. This position supports several members of our leadership team and reports to the Executive Director. This position may be based out of any of our statewide offices, with a strong preference for Seattle, WA.

- Provide high-level administrative support for Executive Director and Advocacy Director including scheduling calls and meetings with internal and external stakeholders, arranging travel, processing paperwork, overseeing confidential recordkeeping, filing, and retention, and providing backup administrative support to other members of the leadership team as needed.
- Provide technical and operational support for meetings and organization-wide trainings, including coordination and oversight of the annual staff retreat, annual equity day outing, engagement and teambuilding activities and events, and other organizational outings and trainings when they arise.
- Manage multiple, ongoing initiatives and projects, and coordinate the functions of the leadership team, providing advice and project management support to set realistic and feasible goals.

- Serve as liaison for the Board of Directors and its committees, including preparation and organization of ongoing and quarterly correspondence and materials, meeting support, and scheduling travel.
- Coordinating statewide facilities support and local office support and maintenance including ordering office supplies and furniture, scheduling deliveries, and serving as liaison with building management and tenants.
- Perform other duties as assigned by supervisor, which vary by organizational initiative.

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee, and others may be assigned.

## Qualifications

- The position requires excellent judgment, demonstrated commitment to racial, social, and economic justice, excellent written and oral communication skills, the ability to effectively solve problems and work independently, and strong time-management.
- A minimum of two years of demonstrated proficiency in office skills, knowledge of office protocol and procedures, and relevant experience.
- Comfortable with technology and excellent working knowledge and application of Microsoft Office Suite and Applications (Word, Office365, Excel, Outlook, Windows 7, Office365, SharePoint, and Skype for Business).
- Must handle issues with integrity and confidentiality, be patient and flexible, perform multiple tasks simultaneously, prioritize responsibilities, and meet demanding and competing deadlines.
- Commitment to civil legal services and lived or other demonstrated meaningful and sustained experience with people living in poverty, people of color, immigrant, or indigenous communities or the criminal legal system.
- Strong interpersonal skills and ability to build relationships with Board of Directors, staff, and visitors.
- Humor, humility, creativity, and flexibility.
- Understanding of the importance of self-care, and a willingness to take breaks and vacations.
- Ability to travel occasionally around the state to attend meetings. This position requires quarterly weekend support.

## Compensation

This full-time, non-exempt position is a confidential role and is not eligible for representation by Washington Legal Workers, our in-house labor union. Salary is commensurate with years of experience and is expected to range from \$40,000 - \$45,000. We also offer a competitive and comprehensive compensation package with generous paid time off for 15 paid holidays, between 15 - 21 paid vacation days, 12 sick days, and between 3 and 5 personal days each year, as well as paid parental and family medical leave benefits and a partially-paid sabbatical every 7 years. We pay 100% of employee premiums for excellent health, vision, and dental benefits plus 50% of the maximum out-of-pocket deductible and offer heavily subsidized family premiums. We also offer a 403(b) retirement benefit with employer contribution and a match, disability and life insurance, a subsidized transit pass, and an employee wellness program.

## To Apply

Send a cover letter, resume, and completed Equity Statement in PDF format to [careers@columbialegal.org](mailto:careers@columbialegal.org). Please make **Executive Assistant** your subject line. We accept applications on a rolling basis, with priority given to those received before December 13th. CLS will contact you only if we decide to pursue your application. If you need a reasonable accommodation for the application process, please contact the above email.