

### 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 Organizational Management Team on a wide range of executive and management functions, and to support our organization with a high-level of administrative support and coordination. This position directly supports the Executive Director and the Advocacy Director, and coordinates the Organizational Management Team. This position is located in Seattle.

#### **Administrative Support and Coordination**

- Support Executive Director and Advocacy Director by scheduling calls and meetings, arranging travel, processing paperwork, overseeing confidential recordkeeping, filing, and retention, and providing backup administrative support to other members of the Organizational Management Team when needed.
- Coordinate meetings and organization-wide trainings, including the annual staff retreat, annual equity day outing, engagement and teambuilding activities and events, and other organizational outings and trainings when they arise.
- Work with directors to develop agendas, keep notes, calendar and provide technical support for the Organizational Management Team and the Advocacy Coordination Team. Coordinate multiple, ongoing initiatives and projects, and provide input and project management support to set realistic and feasible goals for the management team.
- Coordinate 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.

### **Advocacy Support**

- Design and coordinate training and professional development for support staff.
- Maintain advocacy information related to grants and reporting.
- Update and track litigation forms and contracts such as retainers, co-counsel agreements, experts, and other independent contracts and vendors.
- Coordinate, update, and manage legal library and other online and hard copy subscriptions.
- Work with Accounting to manage compliance with legal practice requirements including bar dues and admissions.

### **Board Support**

- Serve as liaison for the Board of Directors and its committees, including preparation and organization of ongoing and quarterly correspondence and materials, meeting support such as taking minutes and set up, and scheduling travel.

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 and the ability to effectively solve problems and work independently.
- Commitment to racial, social, and economic justice.
- A minimum of two years of demonstrated proficiency working in a business environment, and engaging in general administrative work including email and letter correspondence and scheduling meetings and appointments.
- Comfortable with technology and excellent working knowledge and application of video conferencing solutions and the Microsoft Office365 Suite including experience with SharePoint and Microsoft Teams.
- Handle sensitive issues with integrity and confidentiality.
- Strong interpersonal skills and ability to build relationships with Board of Directors, staff, and visitors.
- Must handle issues with integrity and confidentiality, be patient and flexible,
- Coordinate multiple initiatives, events, and projects at the same time.
- Prioritize responsibilities and meet deadlines.
- Ability to travel occasionally and provide 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 will be based on years of experience, and is expected to begin at \$50,000 annually for 2 years of experience. 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 resume in PDF format to [careers@columbialegal.org](mailto:careers@columbialegal.org) and make **Executive Assistant** your subject line. We accept applications on a rolling basis, with priority given to those received before July 6th . 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.