

Executive Assistant

Part-time

Resume and cover letter required

Cocoon House empowers young people, families and communities to break the cycle of homelessness through outreach, housing and prevention. To learn more about how Cocoon House serves Snohomish County youth and their families, please visit our website at:

<http://www.cocoonhouse.org>

We have locations throughout Snohomish County that serve homeless and at-risk youth and we are looking for an Executive Assistant who understands the importance of our youth. We do what we do because we want to leave Snohomish County a better place for marginalized youth and we're looking for Executive Assistant who believes the same.

Here is more information about the Executive Assistant position:

Job title: Executive Assistant

Shift: 20 hours per week

The standard schedule for this position is Monday through Friday from 9:00 am to 1:00 pm, with occasional evening or weekend hours

Pay: \$18.00 to \$20.00 per hour, DOE

Benefits: Eligible for benefits after 60 days

Reports to: CEO

Job purpose: This position reports directly to the CEO and works closely with senior management and Board of Directors providing administrative support to carry out the essential duties and responsibilities relating to Cocoon House's mission. Provides overall administrative support to the board, and handles highly confidential and critical information. Assist with special events and projects as directed. Committed to the Agency mission.

Duties and responsibilities:

- Provide direct assistance to and complete special projects as directed by the CEO
- Organize board meeting and committee meetings as appropriate including scheduling, agenda creation, materials and meeting minutes.
- Maintain all board related rosters and memberships
- Maintain schedule and calendar for the CEO and assist with meeting preparation as needed; represent CEO at internal and external meetings as required

- Manage Agency Amazon account
 - Orders
 - Deliveries
 - Reconciliation of account statements
- Process invoices and documents for Board/CEO signature
- Works closely with finance department to ensure grants, checks and invoices are signed and submitted in a timely manner
- Secretarial duties as requested by CEO. Assist in scheduling, phone calls, letter writing and mail
- Reconcile credit card statements
- Other duties as assigned

Qualifications include:

- Must be at least 21 years old.
- BA preferred and 4 years related experience or equivalent combination of education and experience.
- Valid Driver's License
- Strong verbal and written communication skills
- Ability to maintain confidentiality
- Willingness to work flexible schedule (standard schedule for this position is Monday through Friday from 9:00 am to 1:00 pm) occasional evening or weekend hours may be requested
- Proficiency with Microsoft office suite
- Verifiable attention to detail
- Willingness and ability to support the needs of the agency
- Self-starter, problem solving skills, highly organized, able to multi-task, flexible with the ability to adapt to new ideas and processes

Working conditions:

- Mobility: ability to sit for long periods, move about an office, stand occasionally, reach above and below desk level
- Dexterity: fine manipulation sufficient to operate a keyboard, handle individual papers, write and take notes
- Lifting: occasional lifting of papers, files, equipment and material weighing up to 25 pounds
- Visual Requirements: close vision sufficient to read files, documents, and computer screens and do close-up work; ability to adjust focus frequently
- Hearing/Talking: ability to hear typical speech, speak and hear on the telephone, and speak in person
- Emotional/Psychological Factors: ability to make decisions and concentrate; frequent contact with others including some public contact; frequent deadlines and time-limited assignments

Physical requirements:

- Must have the ability to run up and down indoor and outdoor stairwells in case of youth emergency.
- Communicate effectively with youth, staff, other programs, vendors and the public, both orally and in writing.
- Hear voice conversations and alarms.
- Possess close vision, far vision, side vision, depth perception, visual ability to read a variety of materials.
- Dexterity of hands and fingers to reach, handle and operate telephone, computer keyboard, record information in appropriate youth files and logs.

Cocoon House will provide reasonable accommodation to qualified persons with disabilities if requested.

Cocoon House is strongly committed to removing barriers and supporting inclusion and diversity in all its forms. We strive to create a safe and open atmosphere for young people, families, staff, board members, community partners and funders. We learn from the diverse individuals we work with and embrace their unique attributes to ensure we fulfill our agency mission and core values.

Cocoon House is an Equal Opportunity Employer. We seek to provide equal opportunity for all persons without regard to race, age, color, religion, gender, gender expression, marital status, sexual orientation, military status, national origin, or any other characteristic protected under the law. People of color and members of the LGBTQ community are strongly encouraged to apply. We are dedicated to the goal of building a culturally diverse and pluralistic workforce, committed to working in a multicultural environment and we strongly encourage applications from veterans, and marginalized populations; including people of color, women and those in the LGBTQ community. We encourage those with personal experience with homelessness to apply.

If you are interested in this position, **please email a resume and cover letter to chris.eck@cocoonhouse.org**, and include your personal email address. No phone calls accepted. Only those candidates being considered will be contacted.

Check out all of our job opportunities at <http://www.cocoonhouse.org/employment>