



# EXECUTIVE ASSISTANT & BOARD LIAISON

## Organization Overview

The Seattle Social Housing Developer is a newly established 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 & Board Liaison (EA) is a key partner to the CEO, ensuring strong communication, seamless coordination, and alignment across the organization.

The EA is more than an administrative role; this position is a trusted advisor, strategic enabler, and culture carrier who ensures leadership vision becomes operational success. As the primary liaison to the Board of Directors, the EA strengthens governance, communication, and alignment between board and staff.

The ideal candidate is an adaptive problem-solver and proactive communicator who thrives in a mission-driven, start-up environment that is both collaborative and fast-paced. With exceptional attention to detail and a passion for building and maintaining organized systems, the EA brings clarity and consistency to a rapidly evolving organization.



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## Position Details

Job Title: Senior Executive Assistant and Board Liaison

Department: Executive Office

Reports To: CEO

FLSA Status: Exempt

Salary Range: \$85,000 - \$105,000. This full-time, salaried position includes a full package of benefits, including health, dental and vision.

## Essential Duties and Responsibilities

### Executive Support & Strategic Partnership

- Manage executive calendars, including scheduling, prioritization, and preparation of briefing materials.
- Act as a thought partner to the CEO, contributing insight and discretion to strategy discussions and implementation.
- Draft, refine, and deliver executive-level communications, presentations, and reports for internal and external stakeholders.
- Represent executive leadership in select meetings and forums, ensuring follow-through on priorities and alignment with organizational values.
- Conduct research and prepare background materials to inform leadership and board decision-making.
- Support organization-wide and leadership team meetings by coordinating logistics, drafting agendas, documenting key takeaways, and ensuring follow-up on action items.

### Board Liaison and Governance Support

- Serve as the primary liaison between executive leadership and the Board of Directors, ensuring clear communication and strong alignment.
- Lead the preparation and distribution of board materials, including briefing packets, reports, agendas, and official meeting minutes.
- Manage logistics and scheduling for board and committee meetings, retreats, and special sessions.
- Ensure compliance with the Open Public Meetings Act (OPMA) and maintain secure, well-organized access to board records, policies, and governance documents.
- Support board engagement by tracking action items, facilitating timely follow-up, and ensuring board members have the resources they need to govern effectively.

## **Organizational Operations and Efficiency**

- Identify and implement tools and processes that improve administrative systems, knowledge sharing, and organizational efficiency.
- Coordinate special projects with strategic impact across departments.
- Perform limited basic bookkeeping activities (e.g., paying vendors, processing payroll) until dedicated accounting staff are hired.

## **Leadership & Culture**

- Help foster a positive, inclusive, and collaborative workplace culture aligned with public service values.
- Support internal communications and staff engagement initiatives.
- 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@socialhousingseattle.org](mailto:careers@socialhousingseattle.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.