



Island Senior
Resources

JOB DESCRIPTION

PROGRAM / DEPT:	Executive Office
TITLE:	Executive Assistant – HR Administrator (title negotiable DOE)
REPORTS TO:	Executive Director
LOCATION:	Bayview
FLSA STATUS:	Exempt (Salaried), 40 hours per week
SCHEDULE:	Full Time (flex time), Monday – Friday
WAGE:	\$46,000 - \$54,000 per year DOE
BENEFITS:	Eligible for medical insurance. See list of other benefits below.
SIGNING BONUS:	\$1000 payable after 90 days of satisfactory performance
TO APPLY:	Send application, resume, and cover letter in a single PDF to: michele@island seniorservices.org Applications received without the three required documents will not be considered. Link to application is here: ISR-Employment-application-1.pdf (senior-resources.org)
DEADLINE:	Until position is filled

- Please carefully review this job description for minimum requirements and qualifications
- For questions regarding the position or application you may call: 360-321-1600 or 360-678-3373

ABOUT OUR ORGANIZATION:

Island Senior Resources (dba ISR/Senior Services of Island County) is the primary provider of resources for seniors, adults with disabilities, and those who care for them in Island County, WA. It is in its 50th year of essential service to the community. For more information about our programs and services visit:

www.senior-resources.org.

“I believe in the value of Island Senior Resources; that’s why I work here. We improve lives every day for the individuals we serve. Each day when I go home, I know I have made a difference.

It’s more than a job; I’m doing what I believe in.” – (long-time staff member)

We hire people, not just qualifications. We respect and value our differences. We ask questions and listen to points of view until we find the best answers to every challenge. We seek individuals who can work collaboratively, value input, think creatively, and bring their experience to an environment where expertise is respected, and a desire to learn and improve is encouraged.



Everyone on staff is both a mentor and a learner every day. All of us are passionate about the work we do together and how we care for each other and every person who needs our help.

Our Mission: To provide resources that enhance the emotional, social, and physical well-being of seniors, adults with disabilities, and those who care for them.

Our Vision: Island Senior Resources envisions strong communities where seniors, adults with disabilities, and those who care for them are valued, heard and seen, care for and about, afforded respect, treated with dignity, and supported to live their best life.

Island Senior Resources is an independent nonprofit 501(c)(3) that has been serving Island County since 1972. It is not an agency of local, state, or federal government. Island Senior Resources is the trade name for Senior Services of Island County. We have diverse funding streams including from government sources, charitable foundations, corporations, private individuals and families, and the sales of goods and services.

Island Senior Resources is an Equal Opportunity Employer and does not and shall not discriminate based on race, color, religion (creed), gender, age, national origin (ancestry), disability, marital status, sexual orientation, or military status, in any of its activities or operations. We actively seek those with diverse backgrounds and lived experiences who might broaden/deepen our organization's range of perspective to better represent the communities we serve.

POSITION SUMMARY:

The Executive Assistant/Human Resources Administrator (EA/HRA) serves as the key assistant to the Executive Director and represents the Executive Office along with the Executive Director and the Communication Strategist. ISR does not have a formal HR department and, as such, the EA/HRA will serve as the first point of contact for staff on all administrative issues involving Human Resources (not including payroll or sensitive personnel management issues). The EA/HRA is a member of the Leadership Team and may be included in Senior Leadership Team meetings to provide both one's own perspective and to support Executive Director. The EA/HRA may be included in Board of Directors meetings and external stakeholder meetings, representing the organization. This position allows for significant access to decision makers and provides exposure to all aspects of nonprofit organization management and leadership. There is ample opportunity to learn and grow and the job description may be changed over time depending on the increased skill level, capacity, and interest of the incumbent in accordance with changing needs of the organization.



ESSENTIAL JOB FUNCTIONS:

- Perform assigned tasks that may range across all organizational functions (e.g., operations, finance, community programs, fundraising, internal and external communications, administration, human resources, external relations).
- As lead, provide Human Resources administrative support to all staff including working with Executive Director to improve HR functions, procedures, recruitment, staff interface, legal compliance, employee morale, professional development, etc.
- Write and edit emails, memos, procedures, formal letters, presentation materials, website or social media content, building postings, copy for newsletters/articles/grant applications, etc. on own and Executive Director's behalf.
- Conduct online and in-person research, analyze data, and articulate/disseminate results.
- Maintain comprehensive and accurate records for self and Executive Office.
- Organize meetings, including scheduling, sending reminders, developing materials.
- Coordinate with Volunteer Services Director to source volunteers and manage those who are performing tasks on behalf of Executive Office.
- Perform minor accounting and budgeting duties.
- Provide support for the Board of Directors (as assigned by Executive Director) including for example drafting and distributing meeting agendas and materials, supporting Board secretary in recording minutes of formal meetings, helping Board navigate staff and activities as needed.
- Create basic graphics for office signage and internal/external communications as needed.
- Develop and administer independent consultant contracts.
- Lead and perform special projects on behalf of organization (these may be stretch projects that allow for professional growth and skills development).
- Greet the public and clients as needed (we are a hybrid office so there are often times when we do not have sufficient staff coverage for all onsite contacts although we would typically have an intake specialist posted for this purpose).
- Other tasks as may be assigned including providing occasional support to other senior managers (as assigned by Executive Director).

QUALIFICATIONS:

Minimum Education/Experience

Required:

- Bachelor's degree (combination of post-secondary education and/or relevant experience may substitute for a college degree)
- 2+ years of relevant experience



Preferred:

- 2+ years of experience administering basic Human Resources functions such as managing confidential personnel files, providing staff with answers to HR administration questions, developing and posting job descriptions and job ads, supporting onboarding and termination processes, developing templates and procedures, working with payroll team, familiarity with online HR systems such as Paychex
- 2+ years of experience as an Executive Assistant or Administrative Assistant in an organization working directly with executive and senior leadership

Knowledge, Skills, and Abilities

Required:

- Excellent written and verbal communications skills
- Outstanding people skills
- Strong proficiency with Microsoft Word, Google, email, calendars
- Working proficiency with Excel, Google Sheets, or similar spreadsheet software
- Comfortable navigating social media sites such as Facebook Instagram, LinkedIn, etc.
- Strong interest in supporting community development, the social service needs of Island County and its aging population
- Ability to work independently as well as in collaboration with others with minimal supervision
- Ability to identify opportunities and challenges and problem solve viable solutions
- Familiarity with and ties to Island County
- Excellent potential “fit” with Executive Director, our diverse clients, and the mission and values of the organization
- Good sense of humor and appreciation for shared laughter, keen sense of optimism, desire to learn from others and share knowledge, enjoys being around people of all ages and backgrounds, solid self-esteem, personal/professional confidence, able to clearly state needs and stand up for self and others

Preferred:

- Working proficiency with Power Point, Adobe Acrobat (for editing), data bases
- Working proficiency with Microsoft Teams or similar virtual work/meeting platform
- Design creativity and experience developing basic graphics for office and program signage, job ads, website content, brochure revisions, etc. using Adobe or other graphics software
- Willingness and capacity to learn how to use new software programs for fundraising, relationship management, client intake, and/or graphics



Special Requirements

- Ability to successfully pass a background check
- Ability to work onsite at Bayview office at least three days per week and as needed

WORKING CONDITIONS & PHYSICAL REQUIREMENTS:

Current working conditions: The Executive Assistant/HR Administrator typically works in an office environment but requires occasional travel within and outside of the area for meetings. The Executive Assistant/HR Administrator works a 40-hour work week but might be required to work additional hours to accommodate activities, attend special meetings, or attend other events including occasional nights or weekends. Incumbent may be required to work from home with appropriate privacy and internet access capabilities. There is the potential for hybrid work, however it is expected that the EA/HRA will work out of the Bayview office at least three days a week.

Sufficient mobility is required for movement throughout the office and the use of standard office equipment such as computers, telephones, files, copier, and calculator. Lifting a minimum of thirty pounds (computers, reports, records, and so on) might be required. The ability to hear and communicate at a level sufficient to perform the essential functions of the position is required.

EMPLOYEE BENEFITS SUMMARY:

- Sick Leave
- Vacation Leave
- Health Insurance
- Supplemental Insurance
- Vision Insurance
- Dental Insurance
- Life Insurance
- Employee Assistance Program
- Travel Mileage Reimbursement
- Public Service Loan Forgiveness Eligibility

