



Executive Assistant and Board Liaison

Type:	Exempt
Hours:	Full-time (32 hours Monday-Thursday)
Location:	Portland-based, remote
Compensation:	71,100/year + generous benefits
Reports to:	Executive Director

Seeding Justice's mission is to build collective power at the frontlines of social change by transforming philanthropy in the pursuit of justice and liberation for all communities.

We are an operating foundation working at the intersections of grantmaking and donor organizing and seeking to shift wealth and power by transforming philanthropy from extractive and transactional to regenerative and relational.

We are a small but mighty team of eleven folks who are passionate about centering, and being accountable to community. We hold strong personal and organizational values regarding liberation, decolonization, and justice; and we believe in pushing back against the status quo and in disrupting systems of oppression.

About the position

Seeding Justice is looking for a full-time, experienced, and collaborative Executive Assistant and Board Liaison to join our team. This position/person keeps communication and events between the Board, committees and staff running smoothly. This role is responsible for confidential administrative support to the Board and Executive Director, providing administrative support including managing calendars, appointments, conference calls, itineraries, travel, and coordinating meetings. The Executive Assistant and Board Liaison will research, compile, draft, edit, and proofread correspondence, documents, presentations, proposals, and reports, and coordinate materials to ensure the team is prepared for meetings.

Our ideal candidate will effectively combine a strong racial justice analysis with sound technical, administrative, and organizational operations experience.

We are looking for someone who wants to take their mid-level career up a notch.

Primary responsibilities

- **Supporting the Executive Director (40%):**
 - Coordinate, organize and assist with correspondence.
 - Coordinate and maintain the Executive Director's schedule; plan, implement, and arrange travel.
 - Answer, screen and direct phone calls and messages.

- Generate expense reports for the Executive Director; follow through the approval process to the finance team, ensuring a timely turnaround.
- Maintain Executive Director's files, including minutes for the Quarterly Board Meetings, Executive Committee Meetings and various Committee Meetings.
- Routing contracts and agreements, seek signatures and store important files and documentations
- Maintain the Executive Director's contact and email distribution lists.
- **Board and Committee Meeting Liaison (30%):**
 - Schedule and provide logistical support for meetings of the Board of Directors and its committees. Liaise with the staff to generate agendas and other materials for meetings of the Board of Directors and its committees.
 - Maintain Board distribution lists and contact information, send out and track annual Conflict of Interest Forms and Disclosure Forms, and update Board Information and Committee Selection Sheets.
 - Maintain communications with the Board of Directors.
 - Assist in preparation of Annual Meeting invitations, schedule meetings, prepare materials, and collaborate with facilitator(s) for smooth meeting flow.
 - Provide logistical support for additional meetings at the request of the Executive Director or senior staff.
- **Admin and Event Support (30%):**
 - Assist in preparation for Seeding Justice events as needed, such as annual fundraising events, community gathering events, board/staff retreat, etc.
 - As needed, help with new staff onboarding and offboarding in terms of getting access and equipment added and returned
 - Be the point of contact on daily operational flow, including , event platforms and routing calls and emails to the appropriate staff person.

Minimum qualifications and skills

- A love of, and ability to, hustle and coordinate among needs, priorities and deadlines.
- Solid knowledge of MS Office, Google Suite, and other tech tools, or ability to learn quickly. Familiarity with Mac is a plus.
- Love of technology in general and desire for and openness to researching, learning, adopting, interfacing, tinkering with, and teaching others about new tools and systems;
- Ability to anticipate the needs of the Executive Director and Senior Staff Team and willingness to jump at the opportunity to help;
- Ability to self-direct and self-manage but be accountable and a team player;

- Desire to learn, disrupt, and improve on current organizational systems;
- Solid understanding of the ways in which White Supremacy and capitalism show up in interpersonal relationships and work culture (and willingness to confront and dismantle them while remaining in relationship with team members);
- Unwavering and unqualified commitment to social and racial justice;
- Sense of humor, healthy boundaries, and ability to embrace complexity and contradiction.

Hours, compensation, and benefits

This is a full-time (32 hours/week) hourly position. The whole team is currently working from home, but we do occasionally get together in person for a variety of meetings or events. The ideal candidate must live in Portland.

Schedule is currently negotiable but a significant overlap with the Executive Director's schedule as well as other team members' office hours is necessary. In addition, the person will need to attend pre-scheduled staff and other meetings during the day, or on occasional evenings or weekends.

In addition to the agreed upon compensation, employees of Seeding Justice receive fully-paid health insurance for the employee, spouse and dependents; employer-matched 403(b) retirement plan contributions; generous vacation and health-related time off; and access to a wellness fund.

A note about qualifications

Studies have shown that folks from historically excluded communities (women, LGBTQIA+, BIPOC, disabled, and/or undocumented folks) hesitate to apply for jobs when their qualifications don't match the job description 100%. ***If you are interested in the position, but don't meet all of the criteria, we still encourage you to apply.***

How to apply

We decided to use Breezy HR as a tool to facilitate this search process and this is the first time we use Breezy. Please bear with us as we learn and adapt this software.

Uploading a resume is required. For a cover letter or alternative way to introduce yourself, you can decide to either upload a short letter (no longer than one page), or a video in the questionnaire section if you prefer talking over writing. Please express how this position meets you where you are at today and where you are going in your career and why you are the right person to be considered. Neither the short letter or the video should not be templated - be authentic, be bold, be clear. We'd like this to be a human to human recruitment experience. Our value is to bring your whole self to this process (and our work place) - we are excited to meet you and learn about the diversity of your experiences.

To apply, please use this link: <https://seeding-justice.breezy.hr/p/a07984f13bd9>

If you have any questions you can send an email to jobs@seedingjustice.org (but please do not apply via this email). We will start reviewing applications on April 24,

2023 and will continue until we find the right person.