

BUILD Executive Leadership

Executive Assistant Position Description

Note: Incumbents must be public service employees with the state or at a state higher education institution.

Executive Assistant

As BUILD's Executive Assistant, you work behind-the-scenes to organize, share, and track decisions, deliverables, and documentation to ensure the continued success and growth of a highly visible statewide program. You serve as a liaison, ensuring clear and consistent communication and connecting people with information, resources, and each other. As a member of BUILD's Executive Leadership Committee, you will have opportunities to interact with key state and community leaders. You are instrumental to the effort in providing input on policies and practices for improving the experience of Black state employees, and giving and elevating voice to the Black perspective so that we all thrive in ensuring Washington state government is a great place to work.

Role:

- Work closely with and support the Chair on all matters
- Anticipate needs, issues, and challenges, and provide input and feedback
- Collaborate with Executive Committee and Subcommittee Leads
- Schedule meetings and special events, draft agendas and slides, and create meeting minutes and/or track action items
- Maintain membership and attendance rosters for monthly general membership meetings
- Serve as a liaison with OFM partners, ensuring access and support to email, Sharepoint, and Gov Delivery
- Respond to and route requests for membership, information, and participation
- Maintain an organized, electronic filing system for all program documentation
- Draft and coordinate correspondence, and communicate on behalf of the Chair and Executive Committee
- Assist with overseeing website and social media content
- Develop and document administrative processes and procedures
- Serve as a representative of BUILD within the state community and to the public

