

Executive Assistant to the Secretary-Treasurer | Job Description

The Washington State Labor Council is seeking an Executive Assistant to the Secretary-Treasurer. This position reports to the Secretary-Treasurer directly and works closely with the Executive Assistant to the President.

Position requirements:

- Support the daily functions of the Secretary-Treasurer's office, including managing a complex schedule, helping monitor financial obligations, and maintaining important files and records
- Work collaboratively with the Executive Assistant to the President to support the operations of the WSLC
- Draft letters and memos from the office of the Secretary-Treasurer
- Provide operations support for WSLC events
- Assist with travel arrangements, review documents, track projects and action items, and represent the Secretary-Treasurer at meetings as needed
- Other duties as necessary to support the Secretary-Treasurer and the WSLC

Qualifications:

- Minimum of two years' experience providing high-level support for an executive office
- Familiarity with Microsoft Office suite, including Excel & Outlook
- Strong written and verbal skills
- Ability to work collaboratively & professionally with management, staff & community
- Experience in (or exposure to) political, issue-based, or union organizing a plus, but not required

This position is hourly, with a 35-hour week, salary \$55-\$65K/year, DOQ and in accordance with Master Trade Section Agreement of the Office and Professional Employees International Union, No. 8, AFL-CIO. Occasional overtime – including late nights, weekends, and holidays – is required based on organizational needs. We offer an excellent wage and benefit package including medical and pension benefits under the OPEIU8 staff union agreement.

Black and Indigenous people, people of color, immigrants, women, LGBTQ+ folks and people with multilingual skills are strongly encouraged to apply. WSLC is an equal opportunity employer.

Please send a cover letter and resume to Willa Kamakahi- wkamakahi@wslc.org by May 17, 2021.