

**Executive Assistant Job Description:**

Washington Filmworks is now hiring a full time Executive Assistant to work approximately 40 hours per week. Reporting directly to the Executive Director, the Executive Assistant will provide a full range of support services to facilitate the efficient operation of the organization. The ideal candidate must be creative, passionate and knowledgeable about our mission, resourceful, and a strong problem solver with the ability to pivot and shift seamlessly in a small fast paced environment. Due to the pandemic, staff currently works remotely.

**Executive Assistant Responsibilities/Skills:**

- Provides extensive administrative service and support with a focus on senior management
- Primary contact for all matters related to senior management and serves as a “gateway” to ensure productive and efficient interactions with internal and external contacts
- Schedules meetings, travel, itineraries, and related supporting documents in a heavy and complex calendaring environment with frequent and unexpected changes – may make travel arrangements for Board members and committee members as well as senior management
- Accompanies Executive Director on trips as needed to ensure the schedule stays on track and to minimize distractions due to changes / delays, etc.
- Attends and actively participates in meetings, conferences and industry events as needed
- Plans events arranging accommodation, meeting space, audio/video equipment, menus, etc.
- Handles changes and conflict with grace and professionalism
- Completes senior leadership expense reports accurately and in a timely manner
- Anticipates and prioritizes issues and needs before they arise
- Understands the short and long-term organization objectives and the work required to achieve them
- Organizes and coordinates all Board, committee and industry meetings including preparation and appropriate advanced distribution of materials
- Maintains business correspondence and communicates on behalf of the Executive Director with Board members, staff, external parties as appropriate on Washington Filmworks’ and Whipsmart’s programs and initiatives
- Follows through with correspondence, documents and contracts to ensure accuracy and execution by all involved parties
- Assists with legislative work and communications including thorough research for upcoming meetings
- Takes meeting minutes for senior level meetings and distributes actionable items appropriately and in a timely manner
- Exercises good judgment, discretion and maintains confidentiality with interactions and correspondence with Board members, clients, stakeholders and other constituents

- Demonstrates excellent interpersonal skills with the ability to build strong relationships internally as well as with board members, partners, clients and key stakeholders
- Serves as senior management's eyes and ears on the ground for potential issues or concerns and proactively notifies senior management with details and possible solutions
- Detail oriented and organized, produces high quality work at a "Board ready" level in a very fast paced environment with priorities shifting and changing frequently
- Technically savvy with proficiency in Google Workspace, MS Office, PDF documents and Asana
- Designs and implements systems and protocol to make administrative duties more efficient and effective

### **General Administrative Responsibilities/Skills:**

- Answers and directs phone calls
- Interfaces with IT requirements and consultants
- Data entry and database management
- Manages equipment and office supply needs

### **Required Qualifications:**

- Two to five years executive administrative experience
- Bachelor's Degree or equivalent business-related experience
- Must be a Washington resident

### **How to Apply:**

Send resume and cover letter to [Resumes@WashingtonFilmworks.org](mailto:Resumes@WashingtonFilmworks.org). Materials must be submitted no later than Friday, April 8, 2022.

### **Compensation:**

- \$75,000-\$85,000 DOE
- Health / Dental Insurance
- Two weeks vacation (accrued) / Washington State Holidays

### **Who We Are**

Washington Filmworks is a not-for-profit 501(c)(6) organization that manages the Motion Picture Competitiveness Program as well as a diversity of resources for the creative industries in Washington State. The mission of Washington Filmworks is to create economic development opportunities by building and enhancing the competitiveness, profile and sustainability of Washington State's film industry. In 2020, Washington Filmworks launched Whipsmart, a partner organization to support Washington's creative economy.