



**Hedgebrook**  
WOMEN AUTHORIZING CHANGE

## **Job description: Executive Assistant**

### **The Organization**

Mission: Hedgebrook supports visionary women writers whose stories and ideas shape our culture now and for generations to come.

Located on beautiful Whidbey Island near Seattle, Hedgebrook offers one of the few residency programs in the world exclusively dedicated to supporting the creative process of women writers and bringing their work to the world through innovative public programs. Visit [www.hedgebrook.org](http://www.hedgebrook.org) for additional information.

### **Summary**

The Executive Assistant directly supports the Executive Director's (ED) work by managing her calendar with key stakeholders, managing the daily flow of all correspondence, and arranging travel. The Assistant works closely with the ED as communication liaison with the Board of Directors, including maintaining the Board's calendar, managing logistics for the annual retreat and all Board and Committee meetings, preparing agendas and minutes from meetings. The position maintains a high level of contact within and outside the organization, composes correspondence, screens phone calls, and handles confidential matters. Position reports to the Executive Director based primarily at the retreat office on Whidbey Island, with quarterly trips into Seattle for Board meetings, and other possible travel. However, the Assistant, depending on workflow and other factors, may be able to work from the Seattle office and/or telecommute for part of the workweek.

**This is a non-exempt position with benefits (including travel reimbursement); hours will vary from 30-40 per week depending on workload and the needs of the ED. Entry-level compensation is \$22.00 - \$25.00/hr. DOE.**

### **Core Responsibilities**

#### **Provides direct support of ED:**

- 1) Scheduling:
  - Maintains ED's calendar and coordinates with lead staff team members
  - Sets & manages appointments with key stakeholders (internal & external)
- 2) Communication:
  - Point person for good communication flow between ED and staff, board, donors, constituents, and Hedgebrook's community.
  - Manages and organizes email to ensure timely responses, and integrates info into ED's weekly calendar
- 3) Meetings:
  - Attends weekly Lead Team meetings, taking notes and creating a digest for ED
  - Attend other team meetings when ED is traveling
  - Attends quarterly Board meetings in Seattle, and Board retreat on Whidbey Island
- 4) Administrative Duties:
  - Arranges and manages ED's travel
  - Interfaces with Finance Manager to track ED's expenses including credit card receipts
  - Organizes ED's files as needed to track important documents such as board reports, proposals, and donor correspondence
- 5) Travel:
  - Travel with ED as needed to support her work at conferences, convenings, with Board members, alumnae, Creative Advisory Council members, and donors



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**Supports Executive Director's work with national Board of Directors:**

- 6) Tracks communication, individually and as a whole, to ensure timely responses from ED
- 7) Creates annual Board meeting calendar and provides regular communication (reminders and changes)
- 8) Schedules and sets Zoom meetings for all Board & committee meetings
- 9) Facilitates all logistics to support quarterly in-person Board meetings in Seattle
- 10) Oversees logistics with operations team for annual weekend Board retreat on Whidbey Island
- 11) Maintains Board Book (By-Laws, key policies, process docs etc.) updating, organizing & disseminating
- 12) Assembles Board & Committee Meeting Minutes and distributes post-meeting
- 13) Accepts assignments and projects, as needed

**Specific Skills and Experience Required:**

- A true passion for and ability to clearly articulate the work and mission of Hedgebrook.
- Previous professional experience as an Executive Assistant preferred
- Very strong organizational skills.
- Excellent writing and editing skills.
- Ability to hold confidential information and exercise discretion.
- Ability to create & maintain an internal communication system among Staff, Board and key stakeholders
- Experience with Word, Excel, Zoom, Doodle, Google calendars & docs, and Office365.
- Excellent interpersonal, teamwork, and diplomacy skills. A great sense of humor and ability to be creative.
- Can see the big picture while paying close attention to detail.
- An ability to provide self-direction and demonstrated ability to work independently.
- Ability to work flexible hours as necessary, including for special events as needed.

**To Apply**

Email applications only, please no paper submissions. Please email one PDF with your cover letter and resume to [careers@hedgebrook.org](mailto:careers@hedgebrook.org) with "Executive Assistant" as the subject line.

**Applications received before October 7, 2019, will be given full consideration.**

All applicants will be acknowledged via an email receipt and will be held confidentially within the hiring team. Consideration will be given to applications as soon as they are received; we encourage early applications. Interviewing for all qualified applicants will begin immediately.