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## Job Description: Executive Assistant

**Classification:** 0.5 FTE (20 hours/week); Non-Exempt

**Reports to:** Executive Director

**Salary:** \$20 per hour

**Start Date:** Summer 2021

### About Rainier Valley Midwives:

Rainier Valley Midwives (RVM) is a 501(c)(3) nonprofit midwifery clinic located in South Seattle. Our mission is to improve maternal and child health outcomes among those living in the Rainier Valley, particularly among BIPOC communities. We provide prenatal care and pregnancy support to those who are pregnant, those who want to get pregnant, and those who have just had their baby. We also provide well-being and family planning services.

We take a collaborative and comprehensive approach to providing individualized wrap-around care to clients. This means our care teams include midwives, doulas, doctors, mental health counselors, and lactation specialists. We help clients engage in their care and have the birth of their choice, whether it be at home, in a birth center, or in a hospital. Many of our grant funded programs provide clients with free birth and postpartum doulas, and lactation support, regardless of ability to pay.

### Executive Assistant Role:

This position will be virtual until public health protocols allow for in-person work. This is an essential role that will report to our Executive Director (ED). The Executive Assistant will be responsible for supporting the ED in administrative, communications, and meeting tasks through maintaining the schedule, email, and project management applications. Success in this position comes from the ability to track and execute a high volume of tasks with precision.

The ideal candidate is organized, efficient, detail oriented, confident in asking questions as needed, and comfortable working independently. You will also have a positive, encouraging attitude.

This is a part-time role located at our clinic in South Seattle and virtually.

### Primary Responsibilities

- Schedule meetings, and maintain and update supervisors' daily calendar
- Screen all incoming phone calls, inquiries, visitors, and correspondence, and route accordingly
- Maintain confidentiality of highly sensitive information



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- Manage complex office administrative work requiring the use of independent judgment and initiative
  - Act as the point of contact among executives, employees, and other external partners
  - Manage information flow in a timely and accurate manner
    - Support ED to track accounts receivable and payable and prepare weekly, monthly or quarterly financial reports
  - Format information for internal and external communication – memos, emails, presentations, reports
  - Take minutes during meetings
  - Screen and direct phone calls and distribute correspondence

## Requirements

- Experience with administrative assistant work.
- Experience serving diverse clients from different communities, backgrounds, races, and religions.
- Excellent communication skills, including written and verbal.
- A strong commitment to integrity, professionalism and customer service.
- Detail oriented and incredibly organized.
- Demonstrated technology and computer skills, i.e. proficient with MS Office products including Word and Excel, and Google Docs and Google Sheets.
- Highly skilled in organizing electronic files and folders, and improving efficiency.
- Ability to work collaboratively in a team environment.
- Ability to travel to locations in South Seattle, Renton, and Beacon Hill for work and meetings.
- Effective time management skills.

## Salary and Benefits

The starting salary/rate for this position is \$20 per hour. RVCC provides a generous benefits package including medical, dental, vision coverage paid by the employer. Paid holidays and a generous Paid Time Off (PTO) plan are included.

## To Apply

Email your resume and cover letter to [info@myrvcc.org](mailto:info@myrvcc.org).

## Equal Employment Opportunity Statement

Rainier Valley Midwives is an affirming, positive, diverse work environment. Rainier Valley Midwives provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics.