



Administrative Assistant

Opportunity

TRFF seeks a highly collaborative and exceptionally organized individual to join our team as an Administrative Assistant. This part-time hybrid position provides administrative support at various levels by professionally assuring office efficiency, accurately supporting the foundation's governing board and committees and programs, and appropriately planning and overseeing events. This hybrid 3-day / 24-hours-per-week position reports to the Grants & Operations Manager. TRFF is headquartered in Gig Harbor, though the position requires periodic travel throughout Pierce County.

Essential Duties and Responsibilities:

- Works with the Grants & Operations Manager to create and sustain a smooth functioning office.
- Manages logistics and details for all TRFF events, including special events, board meetings, programmatic meetings/trainings, events for fellows and graduates, etc.
- Provides administrative and scheduling support to TRFF staff as assigned.
- Provides administrative support to Jane's Fellowship Program Officer to include event logistics, document preparation, meeting presentation materials and proofreading,
- Reviews applications and prepares information for Jane's Fellowship Program (JFP) for the committee to review and use during the interview process.
- Support travel arrangements and other logistics as requested (Board and Staff).
- In close coordination with TRFF staff, supports relationships with grantees, fellows, and board members.
- Completes special projects as assigned, including TRFF special events.
- Manage communications database (Constant Contact).
- Support building use for grantees and community organizations. This includes but is not limited to, meeting logistics, room set-up needs, building communication, onsite support, etc.
- Manages the organization of meetings, including scheduling, attendance, logistics, catering, clean up, and follow-up,
- Manages expenditures and reimbursements according to organizational policies.
- Monitor and track TRFF designated email Inbox, routing emails to other staff and saving documents to SharePoint files as needed.
- Works to support communications needs and special communications projects.
- Completes special projects as assigned, including foundation special events.
- Perform work on weekends and evenings as needed to meet applicable deadlines.
- Other duties as assigned.

Supervisory Responsibilities: This position does not have supervisory responsibilities.

Qualifications: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements below represent the required knowledge, skill, and/or ability.

- High School diploma or GED Equivalent and three years of professional work experience in an administrative or programmatic role.
- Experience in customer service, event planning, and managing multiple high-demanding projects simultaneously and within budgets.
- Ability to work as part of a team or independently on a project.
- Experience with office procedures and performing research and navigation.
- Strong skills in organizing and participating in a team-oriented environment within TRFF and the general community.
- Excellent attention to detail and follow-through, including proofreading and editing.
- Ability to demonstrate flexibility with changing priorities.
- Ability to handle confidential information in a professional manner.
- Strong oral and written communication skills.
- Commitment to being a team player and supportive colleague with strong interpersonal skills.
- Demonstrates a commitment to lifelong learning and continues to grow in programmatic and technical competency through professional development.
- Able to travel locally and work varied schedules, including evening and weekend commitments as needed.
- Access to a reliable car is required to support event logistics across Pierce County.

Physical Demands and Work Environment: The physical demands and work environment described below represent the activities and surroundings of the positions. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

This individual will work in a semi-private cubicle in an open office environment. Requires frequent sitting, standing, and occasional walking. The employee is occasionally required to lift objects weighing up to 10 pounds and infrequently lift more than 20 pounds or carry objects with both hands and arms. This position frequently requires continuous hand and finger movement. This position frequently requires visual acuity at 20 inches or less, and frequent hearing acuity for speech discrimination. The employee must be able to talk, receive and understand written and oral communication, and give written and oral instruction. The position requires the ability to calculate mathematical problems. Minimal travel is required for professional development, foundation-related conferences, and community relations.

Compensation: Full-time equivalent (FTE) pay range of - \$60,750 - \$83,550 - *Position is a 60% FTE with a pay range of \$36,460 - \$50,135.* We offer a comprehensive benefits package

that includes medical, vision and dental insurance for employees and dependent children (and partial coverage for partners and spouses), life insurance, generous paid time off, a 401k retirement savings plan, and tuition assistance. We encourage candidates who reflect the diversity of the Pierce County region, bring relevant lived experience to the position, and have roots in the region.

Start Date: March 2024 desired.

How to Apply: Interested applicants should submit their resume and cover letter to careers@trff.org. **Priority review of applications will be given to those received by Monday, February 5, 2024, at 5PM.** Please include "Administrative Assistant – Your Name" in the subject of your email. Given the volume of applicants we anticipate for this role and our desire to ensure an equitable hiring process, we will not be taking calls from prospective applicants. However, if you need assistance or accommodation to submit your application, please contact us at careers@trff.org or 253-857-5050. Applications will be accepted until the position is filled. The Russell Family Foundation is dedicated to the principles of equal employment opportunity. We prohibit unlawful discrimination against applicants or employees based on age, disability, gender identity, genetic information, military or veteran status, national origin, color, creed, race, religion, sex, sexual orientation, or any other applicable status protected by state or local law.