



Executive Assistant/ Facilities Coordinator

WSIPC – Reference #20241001

Resume review will begin on October 28, 2024

Starting Salary Range \$78,845 - \$85,344

Number of Positions Needed: 1

The salary is dependent on experience and qualifications

Why WSIPC? At WSIPC We Take Pride in Nurturing a Culture Where...

We are a team – We care about the growth and development of our people and the Cooperative.

We pursue excellence – We are continuously learning, and striving to improve our skills, services and culture.

We are passionate and creative – We are inspired by our Cooperative members to innovate and develop solutions that best fit their needs.

We are accountable and supportive – We take responsibility for our decisions and collaborate to ensure the best outcomes.

We communicate honestly – We work in a transparent, open, and trust-based environment.

We have serious fun – We take the time to enjoy ourselves, because hard work and innovation are fueled by a good work-life balance and a lot of personality.

We serve our community, and we *are* our community – We are part of the community we serve, and we are invested in its success.

About the Position

WSIPC is looking for a dedicated and experienced Executive Assistant who excels in vendor coordination for facilities. This role provides comprehensive organizational support to the CEO, Executive Team, Board of Directors, Advisory Committees, and Cooperative members. Key responsibilities include taking notes for the WSIPC Board of Directors, coordinating travel arrangements for the entire agency, and managing onboarding for new employees. The position also involves coordinating catering and setup for agency meetings and events, overseeing facility maintenance and service contractors, and planning service and recognition events.

The ideal candidate must be adept at prioritizing tasks and able to pivot quickly as needed. If you have a passion for managing calendars, this could be the perfect job for you! A sense of humor and the ability to adapt to changing circumstances will be beneficial.

This role requires an onsite presence of four days a week.

Our ideal candidate is highly self-motivated with superior attention to detail and meets or exceeds the qualifications listed below.

Ideal Candidate Traits & Qualifications

- **Calendar and Time Management:** Maintain and manage complex calendars, coordinate high-level meetings, and prioritize scheduling to ensure efficient use of the CEO's time.

- **Communication and Correspondence:** Draft and edit emails, reports, presentations, and other documents. Act as a liaison between the CEO and internal/external stakeholders, ensuring clear and timely communication.
- **Confidentiality:** Handle sensitive and confidential information with the utmost discretion and professionalism, maintaining a high degree of trust.
- **Problem-Solving:** Anticipate and address issues proactively, providing creative solutions to support the CEO's needs and the smooth functioning of the office.
- **Technology Savvy:** Manage administrative tasks using Microsoft Office Suite (Outlook, Word, Excel, PowerPoint) and other tools such as Zoom, Microsoft Teams, and task management platforms to streamline operations.
- **Relationship Management:** Build and maintain positive working relationships with a wide range of stakeholders, ensuring effective communication and collaboration.

Employment Benefits

This is a full-time position. WSIPC provides a comprehensive benefits package including but not limited to thirteen holidays, medical, dental, vision, paid vacation ranging from 12-22 days per year and up to 8 hours of paid sick leave per month. We are part of DRS for a pension program. Visit www.wsipc.org for a full list of benefit offerings.

Apply Now!

What a great place to work! Apply now by submitting your resume to employment@wsipc.org
WSIPC is an EOE.