



RAINIER SCHOLARS

Job Announcement

OFFICE MANAGER/EXECUTIVE ASSISTANT

MISSION: Rainier Scholars cultivates the academic potential and leadership skills of hard-working, low-income students of color. By creating access to transformative educational opportunities and providing comprehensive support to scholars and families, we increase college graduation rates and empower new generations of leaders.

ORGANIZATION: Rainier Scholars is a comprehensive academic enrichment program that supports determined students of color over a 12-year journey – from 5th grade to college graduation. We seek to serve those who are most under-represented on college campuses and have the greatest number of barriers to achieving a college education: 85% qualify as low-income, 90% would be the first in their family to earn a college degree. Our four-phase program offers rigorous academics, leadership development and personalized support for scholars, providing access to educational pathways and myriad opportunities previously unimagined. By embracing our core values of Excellence, Perseverance, Integrity and Courage, our scholars propel themselves beyond what they and others ever deemed possible.

With a budget size of \$4.2 million, a staff team of 33 FTE and over 750 scholars and families whom we currently serve, Rainier Scholars has established a positive brand for our unwavering commitment to education, proven success rate, and sustainable impact. We grow new generations of diverse college graduates, career professionals and community leaders.

SUMMARY: The Office Manager/Executive Assistant acts as the “welcoming face” of the office and ensures visitors receive a professional and friendly welcome. This role will be responsible for overall front office activities, including the reception area, mail, purchasing requests and facilities. The OM/EA will also provide support for the Executive Director and Associate Executive Director.

RESPONSIBILITIES:

Front Office Management

- Greet visitors to the office, as well as provide them with assistance and troubleshooting as needed.
- Answer the main phone line, providing assistance to callers and forwarding calls as needed.
- Sort and distribute daily mail.
- Monitor and maintain office supplies inventory, as well as handle supply requests from staff.
- Monitor various organization email inboxes, respond to emails and forward them as needed.
- Serve as liaison with building management and tech support.
- Order background checks for new staff members.
- Coordinate new hire onboarding and prepare related documents.
- Manage emergency services contact system for staff.
- Coordinate maintenance and training for copiers and other equipment.
- Maintain organization of office space, including coordinating twice yearly “spring cleaning” events.
- Coordinate organization’s Safety Committee.

Executive Support

- Provide support for various meetings, including board, all-staff, leadership team and committee meetings.
- Record, store and disseminate notes and documents created at all-staff meetings.
- Assist with additional projects and provide program phase support as needed.

The successful candidate will be able to:

- Take initiative, demonstrate resourcefulness, and respond flexibly to changing work demands.
- Demonstrate strong organizational and time management skills, and attention to detail.

- Show exceptional judgment and integrity, including maintaining confidentiality as appropriate.
- Demonstrate a professional presence, strong interpersonal skills, and excellent written and verbal communication skills.
- Demonstrate the ability to work effectively in a collaborative environment.
- Support the culturally, racially, linguistically, and economically diverse population we serve.

QUALIFICATIONS:

REQUIRED:

- Bachelor's degree or equivalent.

DESIRED:

- Bilingual.

DESCRIPTION: 40 hours/week, competitive salary dependent on experience, benefits included. While most work is performed during regular office hours, some weekend and evening work is required. Interested applicants should send cover letter, resume and list of references to:

Rainier Scholars
Attn: Hiring, Office Manager/Executive Assistant
2100 24th Ave. S., Suite 360
Seattle, WA 98144
Office: (206) 407-2118 / Fax: (206) 407-2112 / E-mail: apply@rainierscholars.org
Please specify in your cover letter how you learned of this position.
Rainier Scholars is an equal opportunity employer.
OPEN UNTIL FILLED