



Executive Administrative Assistant
Full-time, Non-Exempt
Seattle

<https://nwirp.org/join/jobs-internships/>

SUMMARY:

Northwest Immigrant Rights Project (NWIRP) seeks an experienced **Executive Administrative Assistant** to provide administrative and project management support to the Executive Director and the NWIRP Executive team, including Deputy Directors and the Legal Director. This full-time role will be based out of NWIRP's Seattle office.

The Executive Administrative Assistant will be regularly involved in sensitive and confidential discussions on a broad range of management activities, including policy development, strategic decision-making, investigations, hiring, and potential disciplinary actions and terminations.

The selected applicant would be available to start as soon as possible, but ideally before the end of 2025.

ABOUT NORTHWEST IMMIGRANT RIGHTS PROJECT:

Founded in 1984, Northwest Immigrant Rights Project (NWIRP) is a nationally-recognized legal services organization on the front lines of defending and advancing the rights of immigrants. With over 200 employees, NWIRP provides direct legal representation and assistance in immigration matters to thousands of people with low incomes who come from over 150 countries and speak over 60 different languages.

NWIRP challenges unjust policies through high-impact lawsuits and advocates for laws and policies that respect the rights of immigrants. NWIRP is also a trusted provider of immigration-related community education for immigrant communities and social service providers. NWIRP serves the community through four offices in Washington State (Granger, Seattle, Tacoma and Wenatchee), but the impact of our work is felt nationwide.

RESPONSIBILITIES:

- Provides administrative and project management support to the Executive Director, Deputy Directors, and Legal Director.
- Regularly participates in management discussions on a range of sensitive topics, including policy development, strategic decision-making, investigations, hiring, and potential disciplinary actions and terminations.
- Prepares and edits routine documents and communications for senior staff; assists in the preparation and distribution of often highly confidential material.
- Collaborates on and proactively initiates administrative projects to support and to address process improvement.
- Arranges travel and accommodations for NWIRP's executive team.
- Assists with tracking expenses and invoices, as well as completing monthly expense reports.

- Schedules and supports meetings on behalf of NWIRP's executive team. This includes:
 - Scheduling and preparing and distributing materials for all-staff and organizational meetings--including preparing agendas, preparing and distributing meeting materials, organizing schedules, meeting room details and setups, etc.
 - Preparing and distributing materials for board meetings (6 per year) to board members in a timely manner, managing calendar invites, and attending and recording minutes at the board meetings.
 - Coordinating the Union bargaining process and supporting the Labor Management Committee.
- Assists the Executive Director with donor portfolio management and donor communications as needed.
- Receives incoming communications on behalf of NWIRP's executive team, reviews contents, determines importance, and summarizes and/or distributes contents to appropriate staff.
- Supports projects to manage and update internal administrative policies.
- Serves as liaison for the Board of Directors and its committees, working closely with staff leads.
- Performs office tasks, including maintaining records and basic budgeting.
- Performs additional duties as assigned.

SKILLS AND QUALIFICATIONS:

- Demonstrated commitment to advancing and defending the rights of immigrants and willingness to support NWIRP's [mission, vision, and values](#).
- Handles sensitive issues with integrity and confidentiality at all times.
- Operates with speed, accuracy, and a mindset of service and problem-solving.
- Excellent judgment and the ability to effectively solve problems and work independently.
- Highly polished communications and interpersonal skills. Ability to interact diplomatically, confidently, and inclusively across staff, board members, clients, and community partners.
- Applicants must be fluent in English; additional languages are also encouraged.
- Strong research skills and proficiency in utilizing electronic searches and databases.
- Excellent organizational skills and attention to detail.
- Excellent time management skills with a proven ability to meet deadlines.
- Ability to function well in a high-paced and at times stressful environment.
- Extensive knowledge of office administration, clerical procedures, and recordkeeping systems.
- Extremely proficient with Microsoft Office Suite or similar software, with the ability to learn new or updated software.
- Fluency in English required, and additional languages preferred.
- Willingness to travel up to 25% of the time.
- Ability to maintain a flexible work schedule and to work overtime.
- At least five years of administrative experience; work in legal settings, preferred.

Physical demands: While performing the duties of this job, the employee is regularly required to sit, stand and walk; use hands to finger, handle, or feel; reach with hands and arms; talk and hear; utilize a phone, computer, keyboard, pen, and paper. Occasional work on nights and weekend hours. Travel may be required. Travel reimbursements apply.

Emotional demands: While performing the duties of this job, the employee is regularly required to discuss topics including, but not limited, to discrimination; child abuse, neglect, abandonment; domestic abuse; violence, and

psychological trauma.

BENEFITS AND COMPENSATION:

This is a non-exempt, hourly position, and the minimum base salary for candidates with 1 year of experience is currently \$38.67 per hour (approx. \$70,383.33 a year). Salaries increase with specific experience. For example, candidates with 5 years of relevant experience will earn \$41.28 per hour (approx \$75,129.76 annually); with 10 years of relevant experience, \$44.54 per hour (approx. \$81,068.80 annually); and the current maximum salary, based on 40 years of experience, is \$64.70 per hour (approx. \$117,755.19 annually).

This full-time position is a confidential role and is **not** covered by NWIRP's Collective Bargaining Agreement; however, the employee will receive many of the same benefits as a union member, including:

- Fully paid health, vision and dental plans for employee-level coverage with employer-funded HRA and HSA options;
- FSA and Dependent Care accounts;
- Automatic, employer contribution of 3% to 403(b) retirement plan;
- Generous paid health-related leave (12 days per year);
- Generous paid vacation (16 days during your first year);
- 14 paid Holidays with the ability to float 5 holidays;
- Employer-paid disability, life, AD&D and long-term care insurance;
- Opportunities for paid professional development; and,
- Subsidized transit pass is available for the Seattle office.

NWIRP is currently an eligible employer under the Federal Public Service Loan Forgiveness (PSLF) program.

REPORTS TO:

Executive Director

TO APPLY:

Please upload a single-file document through our [Careers Page](#) containing your cover letter, resume, and a list of (3) references.

In your cover letter, please address the following:

1. Your particular interest in NWIRP's mission and values; and
2. Your qualifications for the role.

Applications will be accepted on a rolling basis until the role is filled.

Northwest Immigrant Rights Project is an equal opportunity employer committed to having a diverse staff, board, and volunteer base reflective of the communities we serve and that enhances our ability to create a vibrant environment where all members of the NWIRP community thrive.

NWIRP is committed to providing a work environment free from discrimination and harassment. NWIRP does not discriminate on the basis of class, race, color, sex, marital status, sexual orientation, gender identity, veteran status, political ideology, age, creed, religion, ancestry, national origin, or the presence of any sensory, mental, or physical disability. Excepting any undue hardship, NWIRP will provide reasonable accommodations upon request for candidates taking part in all aspects of the selection process. Please contact HR@nwirp.org for accommodations.