

Executive Support Specialist

Uplift Northwest (ULNW) is delighted to welcome an Executive Support Specialist to our thoughtful, mission-centered team. For more than 105 years, ULNW has walked alongside people in the greater Seattle area as they build stability, confidence, and opportunity through employment. We connect individuals experiencing homelessness and poverty with meaningful work, job-readiness support, wraparound services, and skills training for high-demand jobs. In this role, your organizational skills, compassion for community, and steady executive support will help create conditions for our leaders, staff, board, partners, and community to do their best in service of our mission.

The Executive Support Specialist provides trusted, confidential support to the CEO and serves as a gracious connector across ULNW's leadership, staff, Board of Trustees, partners, and community supporters. This position helps keep priorities, communications, meetings, and projects moving with care and clarity. The role manages the CEO's schedule and communications, coordinates special projects, prepares correspondence, and supports internal and external meetings as needed. Just as importantly, this person helps nurture an organized, welcoming, and responsive environment where people feel supported and mission-focused work can thrive.

Responsibilities

Customer Service

- Partner with the CEO to provide proactive support that helps the Executive Leadership Team lead with clarity and focus.
- Organize and coordinate special projects, engagements, and initiatives that strengthen relationships and advance ULNW's mission in the community. Partner for events as requested.
- Serve as a warm, professional, and welcoming liaison with staff, board members, partners, volunteers, and community stakeholders.
- Research, develop, and assemble information for projects, presentations, and leadership initiatives.
- **Prepare** and distribute clear, polished correspondence, letters, forms, and emails.
- Organize tours, meetings, appointments, calendars, and team gatherings for the CEO with accuracy, hospitality, and care.

Administrative Support

EMPOWERMENT THROUGH EMPLOYMENT

- Provide backup support to the Development Team for constituent relationship management, including gift processing through Salesforce.
- Assist with the preparation and reconciliation of regularly scheduled reports.
- Take clear meeting notes and distribute them in a timely manner.
- Develop and maintain an organized electronic filing system.
- Maintain supply inventory and budget tracking to support a smooth, welcoming, and mission-ready office environment.

Board and Staff Liaison

- Coordinate with the ELT and ULNW's external HR consultants, Archbright, to support HR needs and compliance matters such as trainings, workshops, and employee handbook review.
- Support a positive and welcoming onboarding experience for new hires in partnership with the ELT.
- Handle sensitive information with professionalism, discretion, and confidentiality.
- Coordinate board meetings in partnership with the CEO.
- Maintain board and organizational documents with accuracy and attention to detail.
- Provide responsive support to the ULNW Board of Trustees as needed.

Other duties as assigned.

Tasks & Duties

- Maintain professional and technical knowledge through learning opportunities, professional resources, networks, and associations.
- Coordinate office procedures that support efficiency, consistency, and collaboration.
- Develop and update administrative systems to improve clarity, efficiency, and ease of use.
- Oversee and support temporary staff and volunteers as needed.
- Coordinate office equipment, repair, and IT support needs to help the workplace run smoothly.

Knowledge and Skills

- Ability to manage multiple projects with focus, flexibility, and follow-through.
- Strong administrative skills and a service-oriented commitment to supporting people and mission-driven work.
- Knowledge of office management systems and procedures.

EMPOWERMENT THROUGH EMPLOYMENT

- Excellent time management skills, with the ability to multitask and prioritize effectively.
- Strong attention to detail and creative problem-solving skills.
- Excellent written and verbal communication skills.
- Strong organizational and planning skills.
- Proficiency with Microsoft Office, PowerPoint, Outlook, and database management; Salesforce and SharePoint experience preferred but not required.
- Comfort working respectfully, warmly, and effectively with individuals from a wide range of socioeconomic, ethnic, and cultural backgrounds.

Salary/Benefits:

- Salary range \$31/hr. to \$39.00/non-exempt (DOE)
- Bonus incentive based on organizational goals, team goals, and individual goals
- Medical, Dental and Vision
- Retirement Plans with matching program
- Generous paid holidays (12)
- Vacation and Sick Leave
- Paid parking or Orca card
- Employee Assistance Program
- Hybrid schedule in partnership with CEO

Education and Training:

- Three or more years of experience in an office environment, preferably in a nonprofit setting.
- Bachelor's degree or equivalent experience.

To Apply

Please send a cover letter and resume to: hr@upliftnw.org