



NW ASSOCIATION  
FOR  
**BLIND**  
ATHLETES

## Executive Assistant

**Northwest Association for Blind Athletes (NWABA)** is a mission-driven, growth-oriented organization that fosters a culture of innovation, communication, collaboration and hard work to improve the quality of life for individuals who are blind and visually impaired. NWABA provides life-changing opportunities through sports and physical activity to individuals who are blind and visually impaired.

Over the last ten years, the Association has transformed from an organization serving six individuals in its first year to a national leader in the field that improves the quality of life for more than 1,500 children, youth, adults and military veterans with visual impairments annually through five innovative programs and services. This position is being added at a pivotal time in organizational growth and will support significant and sustainable expansion of NWABA's life-changing programs. To learn more about NWABA's life-changing programs and services, please visit [www.nwaba.org](http://www.nwaba.org).

### **Position Summary:**

We seek an energetic, organized and welcoming **Executive Assistant** to serve as the primary contact for NWABA office operations. Core functions include: Executive Director administrative support, telephones, meeting logistics and recordkeeping, data base reporting and being our liaison with outside vendors. This is a full-time, non-exempt position. **If you thrive in a mission-driven, team environment and enjoy developing great working relationships with others, we would like to learn more about you!**

**NWABA offers competitive compensation including pay in lieu of insurance, PTO, a 403(b) savings plan and paid holidays.** Working from our conveniently located downtown **Vancouver, WA** office, employees are in the heart of the city and close to restaurants, coffee shops, trails and countless other attractions.

### **Job Responsibilities:**

- Administrative support to the Executive Director including:
  - Calendar management, travel arrangements, proofreading, correspondence, creating reports and presentations.
  - Regular transportation using NWABA vehicle.
  - Record minutes and prepare logistics including scheduling, follow-up emails, catering and facilities for all board, committee, all staff, and team meetings.
  - Reconciliation of expense reports and assisting with budgeting process.
- Primary telephone support for organization.
- Maintaining positive relationships with outside vendors, including property management, janitorial services, IT, office supplies, payroll, and other contracted services.
- Coordinate donor database including developing queries, running reports, and exporting information.
- Prepare daily donor acknowledgement letters.
- Supporting special events and other fundraising initiatives as needed.
- Procuring in-kind and cash donations for special events.
- Other duties including special projects as assigned by the Executive Director.

### **Desired Knowledge, Skills and Abilities:**

- Three or more years of past administrative experience including support of a senior leader.
- Bachelor's degree or equivalent education and experience.
- Demonstrated initiative and self-direction.
- Embraces strategic and annual planning and contribute to successful execution of the plans.
- Excellent oral, written and verbal communication skills.
- Ability to travel as needed throughout our service area (WA, OR, ID and MT) including some air travel (approximately 2-3 times a year) and local day trips.
- Proficient using Microsoft Word, Excel, Outlook, and PowerPoint.
- Experience working with database software.
- Ability to lift and carry up to 40 lbs. including tandem bikes, kayaks and other adaptive sports equipment.
- Ability to work a flexible schedule including regular evenings and weekends throughout the year to support meetings, special events, and other initiatives.
- Must possess a valid state-issued driver's license and be comfortable driving organization-owned vehicles in support of job responsibilities.
- Ability to pass a background check, including MVR.

### **Application Instructions:**

*For consideration, please send **all** of the following to our search coordinator at: **EA@TJandassociates.com***

- 1. Your résumé**
- 2. A cover letter and**
- 3. Three or more professional references.**

*In your **cover letter**, please share the following:*

- *Why are you interested in working with the **Northwest Association for Blind Athletes**?*
- *Describe a professional accomplishment/administrative project that you are most proud of?*
- *Compensation history and goals.*