



**Executive Associate**

**July 2025**

## **ORGANIZATIONAL DESCRIPTION**

The Washington Immigrant Solidarity Network (WAISN) seeks an exceptional Executive Associate with impeccable organizing skills to join a growing and high-impact organization. The ideal candidate is a relationship-first and seasoned administrative professional with a record of designing and operationalizing systems to manage directors' schedules, coordinate timely correspondence, and coordinate travel and events for Executive Directors and stakeholders while ensuring effective and active communication. The Executive Associate will join a team committed to building and nourishing relationships and grassroots power in immigrant and refugee communities, supporting our feminist decolonial transnational and intersectional values of joy, care, solidarity across differences, integrity, and accountability.

The Washington Immigrant Solidarity Network (WAISN) is a grassroots coalition of over 400 immigrant and refugee rights organizations, formed in the wake of the November 2016 elections.

WAISN is the largest immigrant justice network in Washington that convenes and cultivates a statewide transnational solidarity coalition to protect and advance the power and rights of all immigrant and refugee communities. As a queer and transgender founded and led nonprofit, we organize from a place of abundance and commit to intersectional, multifait, intergenerational, multilingual, multiracial, and multiethnic immigrant-led efforts by investing in base building and growing the leadership of forced migrants.

The state of Washington is home to over 943,000 immigrants and receives the 8th most refugees among all U.S. states. Many groups of, by, and for immigrants and refugees have been working around the state for decades. In the face of the proliferating threats unleashed on us by a rise in white nationalism in the U.S., various organizational and individual members have coalesced to build sanctuary through community solidarity, which gave space for the Washington Immigrant Solidarity Network to form.

WAISN is a robust, mutual aid network providing feminist care to immigrant and refugee rights organizations and individuals across 27 counties in the state. We work to provide support, capacity, and resources to directly impacted and grassroots community organizing efforts, building power and acting as a united voice for immigrant justice statewide.

WAISN embodies its values of self-care and community care through a generous benefits package that includes professional development training, monthly mental health day, menstrual leave, generous paid time off, vacation, and sick leave. The Executive Associate is a WAISN Full-Time Employee who benefits from Medical, Dental, and Vision insurance coverage. This position will require significant travel and must be based in Washington state. WAISN provides a relocation stipend of up to \$2,000 for hires relocating from out of state.

## **POSITION SUMMARY**

The Executive Associate is responsible for providing direct administrative support to the Executive Directors and Senior Executive Associate, managing schedules, coordinating meetings, organizing travel, event planning, preparing programmatic reports for funders and other stakeholders, and ensuring effective communication between WAISN departments and external stakeholders. The position requires excellent administrative and organizational skills, excellent attention to detail, proactive problem-solving skills, strong written and verbal communication, and experience in maintaining balance among multiple demanding priorities. The desired start date for this position is **October 20, 2025**.

## **KEY RESPONSIBILITIES**

### **Executive Support (60% of total workload)**

- Provide administrative and holistic support, including care labor (consisting of but not limited to personal care coordination) to the Executive Directors and Senior Executive Associate.
- Manage the complex calendar of both Executive Directors towards sustainability and alignment with organizational priorities. This includes but is not limited to scheduling internal and external meetings, workblocks, and creating meeting agendas.
- Support with the project management of projects pertaining to the Executive Team's scope of work to ensure they are led to completion and include the Executive's vision in a fast-paced environment with supervision from the Senior Executive Associate.
- Build an effective system to track correspondence and ensure timely message communication through multiple communication platforms such as email, Signal, and Slack.
- Project manage WAISN directors and managers' internal projects that pertain to the Executive Directors' strategic review and input.
- Coordinate travel arrangements, itineraries, and prepare documents for travel-related meetings, conferences and speaking engagements.
- Work well independently and under pressure, on projects that handle a wide variety of activities and treat confidential matters with discretion.
- Provide comprehensive support to Executive Directors leading to and during organizational and network-led events and convenings.
- Frequent travel across Washington to meet in person with Executive Directors will be expected.
- Travel with Executive Directors to conferences, events, and convenings as requested. Support the Executive team with preparation for these events with funder/conference briefs, presentation material, post-event correspondence, and actionable follow-ups with all identified stakeholders.
- Support with preparation and follow-up of board of directors meetings and other stakeholders.
- Other duties as assigned.

### **Communications, Partnerships, and Outreach (20% of total workload)**

- Write and organize internal and external correspondence, memos, and reports.
- Research and create presentations and materials in preparation for meetings, conferences and convenings.
- Track and process external requests made to the Executive office in a timely manner, this includes but is not limited to sponsorship requests and speaking engagements.
- Build and maintain professional relationships with all stakeholders, representing the organization through effective communication via phone, email, and in-person interactions.

### **Systems and Processes (20% of total workload)**

- Support the development and implementation of departmental organizational systems, such as meeting cadence, that foster a supportive environment for the sustainability and well-being of the Executive Team and the organization.

- Implement and execute processes for task prioritization, project tracking, review and approvals from the Executive office while establishing routines and tools to enhance effectiveness.
- Ensure accuracy and attention to detail in categorizing and managing documents and files.

#### **Job Requirements and Character Traits Preferred**

- Priority given to candidates based in the following counties of Washington State: Benton, Franklin, Pierce, and King.
- Minimum of three (3) years of executive team support experience or similar, preferably in a non-profit setting.
- Minimum of two (2) years of project management experience across departments.
- Excellent writing, proofreading, and editing skills.
- Exceptional administrative and management skills, with the ability to manage multiple projects, meet deadlines, exercise discretion, maintain confidentiality without exception, and respond to changing situations.
- Self-starter, someone who can make things happen by turning thoughts, ideas, and discussions into action.
- Strong attention to detail and strong problem-solving skills.
- Proven ability to work collaboratively and successfully with people and organizations from diverse racial and ethnic backgrounds.
- Ability to set priorities and meet deadlines on concurrent projects in a fast-paced, occasionally stressful environment.
- Significant experience with Google Sheets or Excel, databases, data collection software (e.g., Airtable or Google Forms), contact management software (e.g., Salesforce), and project management systems (e.g., Asana).
- Ability to occasionally work non-standard hours and travel to meetings and events throughout the state, as needed.
- A contributor to a feminist, decolonial, transnational organizational culture that prioritizes collaboration.
- An unwavering passion for the mission and goals of WAISN including a demonstrated commitment to social and racial justice issues and an understanding of challenges facing immigrant communities, communities of color, queer and transgender communities, as well as low- and moderate-income families;
- A demonstrated commitment to cutting-edge progressive values that champion an intersectional, decolonial, and transnational feminist agenda centered around the dismantling of all systems of oppression;
- Demonstrates self-awareness of their own multiple group identities and their unconscious biases, and can adjust to different spaces accordingly;
- Ability to communicate and build strong relationships and trust across race, gender, class, and other group identities, both internally and externally;
- Knowledge and willingness to learn about the U.S. immigration system, preferably with lived experience as an immigrant or immigrant family;
- Highly organized, self-driven, can independently manage multiple tasks successfully, and can work collaboratively;
- Excellent writing and communication skills;
- Bilingual/Multilingual (Spanish) skills are highly preferred and desired;
- Ability to work evenings and weekends as determined by operational needs.
- Maintain a valid driver's license. Ability and willingness to travel regularly within the state and nationally and must live in Washington State.

**COMPENSATION** This is a full time position. The salary for this position is **\$70,000 - 75,000** annually for full-time work, contingent on experience.

Benefits package includes professional development training fees, generous paid time off, vacation and sick leave. Full-time employees with WAISN are eligible for Kaiser Permanente Medical Insurance, Delta Dental Insurance, and VSP Vision Insurance.

**REMOTE/ HYBRID WORK POLICY** WAISN employees are currently located across the state of Washington and do not share a centralized office. Staff members are not required to work in person when handling day-to-day role responsibilities but will be expected to gather for events such as staff retreats and other all-staff reunions throughout the year. New staff members will be offered a \$2,000 stipend to aid in relocation from out of state to Washington state if selected for their respective positions.

**VACCINE POLICY** In an effort to maintain a safe and healthy workplace, WAISN requires all current staff members and contractors to be fully vaccinated. WAISN defines "fully vaccinated" as having received either 1 dose of the Johnson&Johnson or 2 doses of the Moderna or Pfizer administered vaccines. WAISN also strongly encourages personnel to receive a booster dose when possible. All new personnel must present proof of COVID-19 vaccination card to the Operations Manager upon request. Exceptions to the vaccine mandate include religious reasoning and health concerns. If you are eligible for an exception, please reach out to the Operations Manager to discuss in further detail.

## **TO APPLY**

Please send your resume to [jobs@waisn.org](mailto:jobs@waisn.org) and submit this form: [link](#). Your resume must be sent via email as a single PDF with "Executive Associate" in the subject heading. The final deadline to apply is **Thursday, August 21, 2025**. Early applications are strongly encouraged.

*\*\*WAISN is an equal opportunity/affirmative action employer that provides equal employment opportunities to all qualified employees/applicants in all of our employment practices without regard to race, religion, color, sex or gender (including gender identity, pregnancy, childbirth, lactation), sexual orientation, national origin, ancestry, age, marital status, medical condition, physical or mental ability, or any other basis protected by law. We encourage applications from historically and currently disenfranchised groups including, but not limited to: people of color, immigrants, women, people with disabilities, members of the Lesbian, Gay, Bisexual, Transgender, and Queer communities.\*\**