

# CONTRACT POSITION ANNOUNCEMENT: EXECUTIVE ASSISTANT



## NORTHWEST HIGH INTENSITY DRUG TRAFFICKING AREA (NW HIDTA)

LOCATION:	Seattle, Washington
CONTRACT POSITION:	Executive Assistant
ANNUAL COMPENSATION:	\$50,000.00-\$85,000.00
CLOSING DATE:	Open until filled

### PROGRAM & POSITION OVERVIEW

The High Intensity Drug Trafficking Area (HIDTA) program seeks to reduce the production, smuggling, transportation, and distribution of illegal drugs in the United States. In furtherance of this responsibility, Northwest HIDTA promotes collaboration by and between federal, state, local, and tribal agencies to identify and address priorities. The approach to reducing the drug threat — and the harmful effects that linger on — in Washington State is diverse and achieved through operational law enforcement efforts, intelligence gathering and sharing, prevention and treatment programs, and education and training initiatives.

Northwest HIDTA seeks an Executive Assistant to work closely with our management team and stakeholders alike to accomplish a wide range of executive and management functions. The incumbent will further the program's mission by providing a high-level of administrative and operational support.

The Executive Assistant position is that of an independent contractor. Continued employment is at the discretion of Northwest HIDTA's Executive Board, evaluated yearly, and contingent on government grant funding.

### RESPONSIBILITIES

- Directly support the day-to-day activities of the Executive Director and Deputy Director
- Assist other members of the leadership team as necessary
- Schedule calls and meetings with internal and external stakeholders
- Handle internal and external communications with executives, staff, and others, by responding directly in writing, by phone, and/or in person
- Plan and support meetings and organization-wide trainings, including coordination and oversight of quarterly board meetings, engagement and teambuilding activities/events, and other organizational outings and trainings as they arise
- Serve as the liaison for the NW HIDTA Executive Board and its committees
- Arrange travel and prepare related documents
- Process paperwork, maintain confidential records, and manage the filing and retention of other correspondence
- Prepare, organize, and disseminate periodic memos and materials
- Coordinate support for local and statewide facilities
- Order office supplies and other items, schedule deliveries, and serve as liaison with building management and others
- Perform other duties as assigned by a supervisor

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## QUALIFICATIONS (PREFERRED)

- The position requires: excellent judgment, strong time-management, exceptional written and oral communication skills, the ability to effectively solve problems while working independently
- At least four years of demonstrated proficiency concerning office protocol and procedures
- Comfortable with technology and extensive experience with Microsoft Office Suite, specifically: Word, Excel, PowerPoint, Office365, Outlook, and Skype for Business
- Must perform multiple tasks simultaneously, prioritize responsibilities, and meet demanding and competing deadlines
- Strong interpersonal skills and ability to build relationships with stakeholders and staff
- Anticipate needs, clear obstacles, and be detail oriented
- This position may require occasional off-hour and/or weekend support

## OTHER REQUIREMENTS

- Must be a United States citizen
- Must undergo an in-depth background investigation, be eligible for — and maintain — a national security clearance
- Baccalaureate degree or a combination of education and experience that will be evaluated as necessary

## SALARY

- Salary is commensurate with education and experience, however, is expected to range from \$50,000.00 - \$85,000.00 per annum.

## APPOINTMENT

- The position is federally funded, however, the selected candidate will be a contract employee
- Relocation expenses will not be provided

## APPLICATION

- Candidates are to submit a detailed resume outlining their qualifications and clearly support assertions made
- Three references (two professional and one personal) must accompany resumes
- All relevant information should be submitted via email to: [nwhidtacareers@nw.hidta.org](mailto:nwhidtacareers@nw.hidta.org)

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- Absent access to email, deliver printed material to:  
NW HIDTA  
Attention: Deputy Director  
300 5<sup>th</sup> Ave., Suite 1300  
Seattle, WA 98104
- Best qualified applicants will be contacted if selected to continue in the process