

CONTRACT POSITION ANNOUNCEMENT: EXECUTIVE ASSISTANT



NORTHWEST HIGH INTENSITY DRUG TRAFFICKING AREA (NW HIDTA)

LOCATION:	Seattle, Washington
CONTRACT POSITION:	Executive Assistant
ANNUAL COMPENSATION:	\$50,000-\$85,000 per annum
CLOSING DATE:	July 16, 2021

PROGRAM & POSITION OVERVIEW

The High Intensity Drug Trafficking Area (HIDTA) program¹ seeks to reduce the production, smuggling, distribution, and use of illegal drugs adversely affecting the United States. In furtherance of this, Northwest HIDTA promotes collaboration by and between federal, state, local, and tribal agencies to identify and address established priorities. The approach to reducing the drug threat — and its harmful effects — is diverse and achieved, in part, through operational law enforcement efforts, intelligence gathering and sharing, prevention and treatment programs, and education and training initiatives.

Northwest HIDTA seeks a well qualified executive assistant to work closely with the 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 and deputy directors
- 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
- 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

¹ <https://www.hidtaprogram.org/index.php>

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REQUIRED QUALIFICATIONS

- Exceptional ability to communicate with diverse audiences
- Capacity to positively interact with various federal, state, local, and tribal stakeholders
- Experience with Microsoft Office Suite, specifically: Word, Excel, and PowerPoint
- Ability to work independently and exercise sound judgement absent explicit direction
- Excellent analytical skills
- Ability to synthesize complex data and prepare organized reports
- Capable of working in a fast-paced environment

ADDITIONAL 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
- Occasional off-hour and/or weekend support

APPOINTMENT

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

APPLICATION

Interested parties should apply by submitting a cover letter and detailed resume outlining their qualifications.

- Three references (two professional and one personal) must accompany resumes.
- All relevant information should be submitted via email to: nwhidtacareers@nw.hidta.org
- Absent access to email, deliver printed material to:
NW HIDTA
Attention: Deputy Director
300 5th Ave., Suite 1300
Seattle, WA 98104
- Best qualified applicants will be contacted if selected to continue in the process.