



Position Overview

Title: Committee Coordinator & Scheduler

Salary Range: \$45,000 - \$57,000 (hourly \$21.63 - \$27.40)

This is a full-time hourly position with a 40-hour work week.

Benefits package includes: Employee healthcare, Retirement contribution, 13 paid holidays, two weeks of holiday office closure (one week August, one week December) in addition to a generous week PTO.

About the Organization

Westside Economic Alliance is a member-based association that advocates for a vibrant economy on the westside of the Portland Metro region. We believe that means a strong business climate, a well-trained and well-paid workforce, and a diverse and healthy community. We are always looking for ways for our members to engage in high level conversations about policy and budget opportunities and outcomes. Our vision is to realize a vibrant, prosperous, and diverse community on the Westside of the Portland Metro region.

Position Summary

We are seeking a highly-organized, self-motivated individual to become the point person for our three policy committees and to support our Executive Director. The successful candidate will manage complex and competing tasks, assist with project prioritization and planning as well as scheduling for the Executive Director. We are looking for candidates who thrive in a fast-paced environment and who can strategize on, and help anticipate, upcoming challenges. The ideal candidate will balance professionalism and emotional intelligence exhibiting self-management, self-awareness, social awareness and relationship management.

Primary Duties

Committee Coordinator

- Outreach, scheduling and meeting follow up for Committee Meetings.
- In consultation with Executive Director and Committee Chairs, develop strategic programming to drive committee content.
- Schedule speakers for policy committees (Government Relations, Transportation, Land Use & Housing).
- Staff committee meetings including note taking, following up on presenter information and identifying and coordinating post-committee action items.
- Update website and social media with committee information, links to relevant event registration, membership updates and other timely information.
- Actively engage in post-committee work to position organizational policy direction.



Scheduler

- Scheduling, note taking and meeting follow up for Board of Directors meetings.
- Administrative assistance, executive project management and daily task management.
- Scheduling meetings with members, elected leaders, agency officials and staff, and other stakeholders and working with colleagues to anticipate potential scheduling challenges.
- Create and maintain key contact lists for elected officials, agencies and regional partners.
- Establish and maintain professional relationships with partners, regional and state leaders, staff for the federal delegation and – most importantly - members.
- Working with Executive Director and Director of Membership and Events to draft materials including reports, updates as well as external communication resources (including draft social media posts, newsletters, etc.).
- Monitoring and attending meetings with and on behalf of the organization to gather notes and identify strategic opportunities for engagement.
- Scheduling for Executive Director.
- Other duties as assigned including an ‘all hands’ approach to organizational events.

Ideal candidate will have the following:

Skills:

- Skilled communicator who knows how to pick up the phone as well as craft concise and effective emails.
- Must be able to meet deadlines while being organized and self-directed.
- Strong attention to detail and ability to multitask in a fluctuating environment.
- Ability to handle confidential information.
- Professional experience with social media platforms and etiquette.
- Competence with MS Office and Sharepoint, Constant Contact, Canva.
- Experience with Wild Apricot a bonus.

Ability to:

- Pay close attention to detail.
- Connect with high level decision makers and their staff in person and on the phone with a confident yet friendly manner.
- Work in a fast-paced environment and manage multiple tasks at the same time.
- Remain calm and flexible under pressure.
- Work independently and exercise professional judgment and discretion.
- Work irregular hours, including early mornings, evenings and very occasional weekends.
- Provide excellent member service and maintain a friendly, welcoming, and professional disposition.



About our Work Environment:

Westside Economic Alliance offers flexible schedules and remote work opportunities that meet the needs of our organization and our staff. However, we do believe that collaborative and creative work happens when we work in person as a team.

Requires participation in regular early morning meetings and occasional evening meetings and events.

We are committed to being an inclusive, welcoming workplace and highly encourage women, people of color, members of the LGBTQIA+ community, and people with disabilities to apply.

To Apply:

Submit resume, cover letter and three professional references to Elizabeth@WestsideAlliance.org.

We plan to conduct first round interviews in early July.