



## **Position Description**

### **ADMINISTRATIVE ASSISTANT**

Life Science Washington Institute (LSWI or LSW Institute) is a non-profit organization whose mission is to support life science entrepreneurs and start-up companies via educational, economic, and other resources crucial for their success. We work to ensure life science entrepreneurs have access to the training, mentoring, funding, and partners they require to start and grow companies from ideation through commercialization. LSW Institute is affiliated with Life Science Washington (LSW), the industry association serving the life science ecosystem throughout Washington state and beyond.

LSWI is looking for a responsible Administrative Assistant to perform a variety of administrative and clerical tasks by providing support to the internal team and the entrepreneurs they support. This role reports separately to each of the 3 LSWI managers/directors and is worked 90% remotely. The Administrative Assistant will participate in the day-to-day management and organization of programs, services, events, and other projects to deliver on LSWI goals and objectives. Duties include meeting arrangements, electronic filing and maintaining appropriate documentation. The ideal candidate has excellent oral and written communication skills and will be able to organize their work using Microsoft 365, Adobe Acrobat and Doodle. A preference is given to candidates who have previous experience supporting senior leadership and familiarity within the life science industry. Ultimately, a successful candidate would ensure the efficient and smooth day-to-day operation of the LSWI team, and the people/programs supported.

#### **KEY RESPONSIBILITIES:**

- Act as the point of contact for external clients
- Respond and direct phone calls and emails to appropriate staff member
- Plan, organize and schedule meetings, appointments, and events
- Send meeting, event registration and consult confirmations and follow-up reminders.
- Maintain existing electronic filing systems
- Maintain contact lists
- Provide general support to staff and clients (virtually)
- Gather and compile data and draft reports
- Assist in preparing materials for in-person meetings
- Attend on site events as requested
- Additional projects as needed

## QUALIFICATIONS/QUALITIES:

- Daily availability up to 2 hours per day (9 - 5 pm PT)
- High school graduate and proven experience as an Administrative Assistant, Virtual Assistant, or similar office role
- Excellent written and verbal communication skills
- Demonstrated ability to multi-task, prioritize deadlines, work independently, take initiative, be highly organized, and maintain confidentiality.
- Knowledge of office management systems and procedures
- Proficiency in Microsoft Office365 (Outlook, Excel and PowerPoint, in particular), Adobe Acrobat, and Doodle

### **Position Duration**

August 2024 through August 2025

**Compensation:** \$28-\$32 per hour DOE – this part-time position is 8-10 hours per week; 90% remote, 10% on-site. LSWI's offices are located at 188 East Blaine St, Suite 150, Seattle, WA 98102.

To prevent the spread of COVID-19, and as an integral part of its public health and safety measures, LSW requires that all employees be fully vaccinated against COVID-19 before commencing employment, subject to reasonable accommodation and other requirements of applicable federal, state, and local law.

*To apply, please email your resume and cover letter to Kathleen Poston, VP of Finance & Administration at [kathleen@lifesciencewa.org](mailto:kathleen@lifesciencewa.org)*