



Heart Mountain Wyoming Foundation

The Heart Mountain Wyoming Foundation is currently seeking candidates for the position of **Executive Assistant to the Chair**. The Executive Assistant is responsible for supporting the Board Chair in promoting, governing, and planning the activities of the Heart Mountain Wyoming Foundation. This is a full-time position based in the Washington, D.C. area. This position primarily works remotely, but is also required to attend regular in-person meetings in the D.C. area. This position frequently works evenings and weekends, and a limited amount of travel is also required. The salary range for this position is \$40,000 to \$46,000, commensurate with experience and other qualifications.

Preferred Qualifications:

- 2 years of experience in public sector work, preferably in an administrative or support role. Experience working within Asian American or other diverse communities is especially valued.
- Knowledge of WWII and Japanese American history.
- A bachelor's degree in communications, history, or another related field.
- Strong organizational and communication skills and attention to detail.
- Ability to work in a fast-paced environment, manage multiple tasks, and coordinate schedules.
- Proficiency with Google Workspace, Microsoft Office, Zoom, and common social media platforms.
- A friendly and professional demeanor, and a willingness to engage with a wide range of supporters, stakeholders, and collaborators.

The Executive Assistant to the Chair is responsible for the below duties:

Support the Activities of the Chair:

- Manage the Chair's schedule, including setting calls, virtual, and in-person meetings. Coordinate the Chair's participation in speaking engagements and public events.
- Attend meetings and events with the Chair. Record meeting minutes and action items and distribute to stakeholders afterward.
- Document activities of the Chair and promote on social media as necessary.

- Create assets for the Chair for speaking engagements and events, including Power Point presentations, promotional social media graphics, and promotional texts.
- Manage communications—both electronic and paper—to and from the Chair.
- Seek out partnerships and event opportunities for the Chair that will help to promote the Foundation and its mission.
- Manage, organize, and maintain supplies, storage, and reference files in the Chair’s Washington, D.C. office.

Support the Board of Directors:

- Coordinate logistics for quarterly meetings of the board; including scheduling, venue rentals, meals, and travel arrangements. Provide administrative and logistical support during all meetings.
- Work with the Executive Director to develop and distribute the agenda and attachments for quarterly board meetings, including drafting the Chair’s report. Develop a list of action items for the Chair following each board meeting.
- Communicate regularly with board members via email, relaying pertinent news, events, and announcements. Keep board members connected with Foundation activities.

Promote the Mission & Activities of the Foundation:

- Represent the Heart Mountain Wyoming Foundation at meetings and events. Work with staff and leadership of collaborating organizations to plan national programs, events, and activities.
- Research and write news articles for the Foundation’s quarterly magazine, *Kokoro Kara*, and other publications.
- Foster communication between the Foundation’s board, staff, and external stakeholders.

The executive assistant may also be responsible for other duties, as assigned.

To Apply:

- Submit a cover letter and resume to Dakota Russell, Executive Director, at dakota@heartmountain.org.
- The application period closes June 3.

The Heart Mountain Wyoming Foundation is committed to building and retaining a diverse and inclusive staff. We encourage applications from candidates of a wide variety of experiences and backgrounds. The Foundation is an “At Will” employer. Employment, compensation, and/or benefits can be terminated, with or without cause, and with or without notice, at the option of either the Foundation or the employee.