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## **ADMINISTRATIVE-EXECUTIVE COORDINATOR POSITION**

**Employer: Spokane Regional Transportation Council (SRTC)**

**Employment type: Full time**

**Salary and benefits: \$49,640—\$74,461 Annually plus benefits**

Spokane Regional Transportation Council (SRTC) is seeking a passionate professional to join our team and provide critical administrative support to agency activities and operations. SRTC is a transportation planning agency that serves as the Metropolitan Planning Organization (MPO) for Spokane, Washington.

### **WHO WE ARE**

We are a small, dedicated team of planning professionals that work with a broad array of elected officials, business leaders, community advocates, citizens, and other stakeholders to improve transportation and quality of life throughout the region. If you enjoy building relationships, providing a welcoming environment, and collaborating to solve problems we invite you to apply. SRTC supports flexible and hybrid remote/in office work schedules.

### **WHERE WE ARE**

Spokane County is in eastern Washington state and serves as a hub for the Pacific Northwest region. Residents enjoy an exceptional quality of life with a vibrant downtown and beautiful natural scenery. Spokane has an active arts and entertainment scene, and is home to a variety of great restaurants, trails and waterways, a world-class airport and public transit system, several colleges and universities and regional health-care centers.

### **ROLE SUMMARY**

The Administrative-Executive Coordinator serves as a key member of the SRTC organization. The position provides a variety of support services to the organization as well as direct support to the Executive Director and Administrative Services Manager. In addition to administrative office tasks this position includes record keeping, material coordination, developing communication materials, and interacts frequently with our members, residents, business leaders and elected officials.

- Attend meetings, organize agency schedules, prepare agendas and meeting packets.
- Arrange appointments for staff, set meetings, and assist in communications with Board members and members.
- Serve as Clerk of the Board and SRTC Advisory Committees.
- Support meetings in a hybrid meeting environment.
- Serve as the Public Records Officer, ensure agency compliance with WA Open Public Meetings Act and retention of records requirements.



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- Assist the Administrative Service Manager and the Title VI/ADA Coordinator with their duties.
  - Assist in processing payroll, payroll reports and purchasing.
  - Develop and review various communication materials.
  - Other additional responsibilities and duties are identified in the job description.

## **BENEFITS**

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SRTC offers a competitive benefit package that includes:

- Flexible work schedules with hybrid remote work options.
- Predominantly employer-paid full family health insurance coverage: Medical, Dental, Vision, Employee Assistance Program, Basic Life and AD&D Insurance.
- Health Savings Account/Medical Flexible Spending Account options available.
- Participation in the Washington Department of Retirement Systems program (with employer contribution).
- Generous annual leave with 7 paid holidays, 5 floating holidays, accrued vacation and sick leave.
- Wellness Programs and more!

## **RECRUITMENT PROCESS INFORMATION**

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Submit a resume to Administrative Services Manager Greg Griffin at [ggriffin@srtc.org](mailto:ggriffin@srtc.org) or mail to 421 W Riverside Ave Suite 500, Spokane WA 99201 (email preferred). SRTC will continue recruiting for this position until it is filled, with initial screenings occurring on March 31, 2025. Applications will be required if chosen for an interview. Please be able to pass a pre-offer background check.

To learn more about SRTC, this career opportunity and how to apply, visit our website [www.srtc.org](http://www.srtc.org)  
ADA/EEO/WLAD/Drug-Free Workplace