



BOARD GOVERNANCE ADMINISTRATOR/EXECUTIVE ASSISTANT

Kitsap Credit Union

\$1.7B Assets

Bremerton, WA/Hybrid Remote Work Available

Kitsap Credit Union (KCU) is announcing a board governance administrator/executive assistant opportunity. This is an exciting role for a very strong executive assistant that has worked with board executives and has experience in governance support to the board chair. If you have paralegal experience, provided administrative support, and have managed calendars, appointments, conference calls, itineraries, travel, and coordinated meetings, you are an excellent candidate. In addition to this experience, you will research, compile, draft, edit, and proofread correspondence, documents, presentations, proposals, reports and coordinate materials to ensure the team is prepared for meetings. We are looking for top-level administrative paralegal candidates that have only supported board-level and or C-suite executives.

As the board governance administrator/executive assistant, you are responsible for administering and maintaining the board portal, ensuring the portal calendar and documents are uploaded, and current board members and committees have access. You will also coordinate all educational resources. You will coordinate legal reviews and be the primary point of contact for the board's legal counsel. This role is also responsible for managing all board policies, including monitoring review dates, ensuring regulatory compliance, ensuring that policies have full legal and management review, and assisting and counseling the board regarding fiduciary and regulatory duties as described in the KCU bylaws.

Qualified candidates will have a combination of education and experience equivalent to ten years in a financial and technical environment, seven years of legal and administrative experience working for a board of directors. Candidates must possess effective communication and interpersonal skills, be precise and detail-oriented. You must handle multiple projects at one time while remaining flexible, proactive, resourceful, and efficient. Candidates must be proficient in computer and internet literacy and have five or more years of experience with Microsoft Office Suite, Adobe Acrobat Pro, and an aptitude for mastering new applications and monitoring current computer applications with a high level of professionalism and confidentiality.

KCU is a progressive and high-performing organization located in the beautiful Pacific Northwest. Located on the Kitsap Peninsula, KCU has gorgeous views, great camping, and hiking, and the Olympic Mountains are about an hour away. KCU is less than a five-minute walk and a short ferry ride away from downtown Seattle.

KCU is a non-profit, member-owned financial cooperative with more than 300 employees and 16 branches throughout Western Washington. KCU is on a mission to expand its communities' prosperity by providing personalized experiences, convenient access, and highly competitive products and services. KCU has grown over 22% in the last 12 months and is approaching \$1.8 billion in assets. They now serve more than 116,000 members. Growth through operational excellence is at the core of KCU's plans.

Values

KCU holds the values of diversity, equity, and inclusion closely. Over the last 86 years, they have aspired to grow with their communities and support every one of its members' financial prosperity. As they continue to build an inclusive culture that encourages, supports, and celebrates a broad range of voices, they encourage applicants to bring new and bold perspectives. KCU's story is one of the shared values and shared community spirit. KCU welcomes you to be part of what it means to belong at KCU.

To learn more about KCU's history, values, and mission, please visit KCU's [website](#). To learn more about the current board of directors, please click [here](#).

Equal Employment Opportunity Employer/Anti-Discrimination

KCU is an equal opportunity employer. We support differences, thrive on the merits that all employees bring, and are committed to creating an inclusive environment, providing opportunities without discrimination based on any difference. We are committed to equal employment opportunity and to compliance with applicable anti-discrimination laws.

KCU's policy prohibits discrimination based on race, color, religion, sex, marital status, sexual orientation, gender identity, age, national origin, physical, mental or sensory disability, military status or status as an honorably discharged veteran, status as a victim of domestic violence, sexual assault or stalking, genetic information, and citizenship or immigration status. KCU will not tolerate discrimination based upon these characteristics or any other characteristics protected by applicable federal, state, or local law.

KCU's policy applies to all areas of employment, including recruiting, hiring, training, promotion, compensation, benefits, transfers, disciplinary action, social and recreational programs, and professional development practices. KCU is committed to complying with all applicable laws providing equal employment opportunities.

ABOUT DDJ MYERS, LTD.

DDJ Myers is the executive search consultant for this organization. Our expertise is in supporting leadership teams in sustainable practices for high-performing organizations through succession planning, leadership development programs, executive coaching, board governance and renewal, and executive search. Please learn more about us at www.ddjmyers.com.

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