

Birch Bay Village Community Club (BBVCC)

Job Description – Executive Coordinator

Position Title: Executive Coordinator

Reports To: General Manager

Department: Administration / Architectural Control

FLSA Status: Non-Exempt

Position Type: Full-Time

Work Location: On-site only (this is not a remote position)

Position Summary

The Executive Coordinator provides administrative, governance, and architectural coordination support to the General Manager, Assistant General Manager, Board of Directors meetings and standing committees, and the Architectural Control Committee (ACC) of Birch Bay Village Community Club (BBVCC). This position is responsible for coordinating meetings, maintaining official records, managing architectural applications and building documentation, supporting compliance and enforcement processes, and serving as a primary point of contact for members regarding governance and architectural procedures. The role requires strong organizational skills, sound judgment, confidentiality, and the ability to coordinate across departments in an on-site office environment.

Essential Duties and Responsibilities

Executive & Governance Support

- Provide administrative support to the Board of Directors and General Manager.
- Coordinate and attend Board meetings, annual membership meetings, and assigned committee meetings.
- Prepare agendas, meeting packets, and supporting documentation.
- Record, transcribe, and distribute accurate and timely meeting minutes.
- Track Board and committee action items and follow-up tasks.
- Maintain confidentiality of Board, committee, and sensitive association matters.
- Provide cross-training coverage for other administrative positions as needed to ensure continuity of operations.

Records Management & Documentation

- Maintain official corporate records, including minutes, resolutions, policies, and committee documentation.
- Use and maintain the association's ACC software module to manage building and architectural documentation, including applications, plans, approvals, conditions, and related correspondence.
- Ensure records are organized, accurate, and retained in accordance with BBVCC policies.
- Draft, format, and proofread official correspondence, notices, and communications.

Architectural Control Committee (ACC) Coordination

- Receive, log, and review architectural applications for completeness.
- Coordinate with members to obtain required documentation, plans, or clarifications.
- Schedule applications for ACC review and prepare ACC meeting agendas and packets.
- Attend ACC meetings and document discussions and decisions.
- Issue approval, conditional approval, or denial letters as directed by the Committee.
- Use and maintain the association's ACC software module. Maintain accurate digital and physical records of ACC actions and decisions.

Compliance & Enforcement Coordination

- Work collaboratively with Compliance staff to support enforcement of approved architectural projects, including tracking conditions and timelines.
- Assist with documentation and coordination related to non-approved or unapproved projects, as directed by management.
- Assist with compliance follow-up communications and ensure complete and accurate record keeping related to ACC matters.
- Report concerns regarding deviations from approved plans to the General Manager and Compliance staff.

Member Communication & Support

- Serve as a primary point of contact for member inquiries related to Board, committee, and ACC processes.
- Provide clear, professional guidance regarding procedures, requirements, and timelines.
- Communicate consistently and respectfully with members, volunteers, and staff.

Meeting Technology & Platforms

- Coordinate and manage online meeting platforms for Board, committee, and ACC meetings.
- Assist with meeting setup, participant access, and troubleshooting.
- Record meetings as required and ensure recordings are properly stored in accordance with BBVCC policies.

Administrative & Organizational Support

- Maintain organized digital and physical filing systems.
- Support office operations through coordination, documentation, and communication assistance.
- Perform other duties as assigned to support BBVCC operations and administrative needs.

Qualifications

Education:

- High school diploma or equivalent required.
- Associate's or Bachelor's degree preferred (business administration, office management, or related field).

Experience:

- Minimum of 3 years of administrative experience required. Experience supporting boards, committees or executives preferred.
- Experience in community associations, architectural review, permitting, or governance environments preferred.

- Experience with enterprise-wide software systems for work or document management is preferred.

Knowledge, Skills, and Abilities:

- Strong organizational and time management skills with attention to detail.
- Excellent written and verbal communication skills.
- Ability to manage multiple deadlines and priorities.
- Proficiency with Microsoft Office and meeting platforms (e.g., Zoom, Teams).
- Ability to read and understand architectural plans and governing documents (training may be provided).
- Basic knowledge of residential construction terminology and processes desirable.
- Professional demeanor and ability to handle confidential information with discretion.

Working Conditions

- **On-site, office-based position (not remote).**
- Occasional outdoor site visits.
- Attendance at evening meetings required as scheduled.
- Frequent interaction with members, volunteers, [Compliance staff](#), and management.

Performance Indicators

- Timely and accurate preparation of agendas, minutes, and correspondence.
- Efficient processing and tracking of architectural applications and building documentation.
- Effective coordination with Compliance staff on enforcement-related matters.
- Well-maintained and accessible records.
- Reliable cross-coverage support and effective use of meeting technology.

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Now Hiring: Executive Coordinator

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Position Overview

Birch Bay Village Community Club (BBVCC) is seeking a highly organized and professional Executive Coordinator to support the General Manager, Assistant General Manager, Board of Directors meetings, standing committees, and the Architectural Control Committee (ACC).

This role plays a central part in BBVCC's governance and architectural review processes. The Executive Coordinator manages meeting coordination and documentation, supports ACC application processing, maintains building and architectural records, coordinates with Compliance staff on approved and non-approved projects, and provides cross-coverage support to ensure continuity of operations. The ideal candidate is detail-oriented, adaptable, and comfortable working with members, volunteers, and leadership in an on-site environment.

Key Responsibilities

Board, Committee & Governance Support

- Coordinate and attend Board, annual membership, committee, and ACC meetings
- Prepare agendas, meeting packets, and supporting materials
- Record, transcribe, and distribute accurate meeting minutes
- Track action items and follow-up tasks
- Maintain confidentiality of sensitive governance matters

Architectural Control Committee (ACC) Coordination

- Receive, log, and review architectural applications for completeness
- Communicate with members regarding application requirements and status
- Prepare ACC agendas, meeting packets, and correspondence

- Attend ACC meetings and document decisions
- Issue approval, conditional approval, or denial letters as directed
- Maintain accurate records of ACC actions and decisions
- Use and maintain the association's ACC software module.

Building Documentation & Compliance Coordination

- Maintain and manage building and architectural documentation, including plans, approvals, and conditions
- Work with Compliance staff to support enforcement of approved projects and address non-approved projects
- Track conditions, timelines, and follow-up items related to ACC approvals
- Assist with documentation and communications related to compliance matters

Meeting Technology & Records

- Set up and manage online meeting platforms (e.g., Zoom or Teams)
- Assist with meeting access, troubleshooting, and logistics
- Record meetings as required and ensure recordings are properly stored

Administrative & Cross-Coverage Support

- Maintain organized digital and physical records in accordance with BBVCC policies
- Provide cross-training coverage for other administrative positions as needed
- Serve as a point of contact for member inquiries related to Board, committee, and ACC processes
- Perform other duties as assigned to support BBVCC operations

Qualifications

- High school diploma or equivalent required; Associate's or Bachelor's degree preferred
- Minimum of 3 years of administrative experience supporting boards, committees, or executives
- Experience in community associations, architectural review, permitting, or governance preferred
- Experience using enterprise-wide software system for work or document management preferred

- Basic knowledge of residential construction terminology and processes desirable.
- Strong written and verbal communication skills
- Excellent organizational skills and attention to detail
- Ability to manage multiple priorities and deadlines
- Proficiency with Microsoft Office and online meeting platforms
- Ability to handle confidential information with professionalism and discretion

Work Environment

- On-site, office-based position (not remote)
- Occasional outdoor site visits
- Evening meetings required as scheduled
- Regular interaction with members, volunteers, Compliance staff, and management