

NATIONAL INDIAN CHILD WELFARE ASSOCIATION

POSITION TITLE:	Executive Assistant to the Executive Director
SALARY RANGE:	Level II: \$32,000-\$44,900 Level III \$45,000-\$57,000
CLASSIFICATION:	Administrative, regular, full-time, exempt
SUPERVISOR:	Operations Manager

RESPONSIBILITIES: The executive assistant for the National Indian Child Welfare Association is responsible for handling administrative and logistical details of all of the executive director's work activities. The following specific responsibilities must be carried out:

- Ensures that all administrative work for the executive director is completed in an accurate, professional, and timely manner
- Ensures that correspondence, publications, travel arrangements, and facilities involved with all executive director activities originating with requests from the executive director, outside agencies, and existing contracts are planned and prepared in a professional and timely manner
- Ensures the executive director's schedule is balanced, accommodating: priority meetings, sufficient time for project work and responding to email/voicemail, and adequate preparation time for meetings and travel

DUTIES

1. Finalizes rough drafts, making accurate spelling, grammatical, and formatting corrections within the required timeframe on a variety of documents such as letters, memoranda, reports, proposals, testimony, spreadsheets, handouts, etc.
2. Composes letters, memoranda, meeting minutes, and other business documents in a timely and professional manner
3. Processes requests for executive director to provide technical assistance, training, keynote speeches, and consultation on a variety of contracts and projects and maintains documentation of event planning
4. Makes the arrangements for the executive director, confirms negotiated fee, and follows up with necessary documents to confirm the executive director's participation
5. Arranges travel for the executive director, ensuring to the best of his or her ability that he encounters little or no problem and that travel expenses are kept reasonably low
6. Confidentially handles travel and reimbursements
7. Stays up to date about executive director's various roles, major project tasks, key contacts, travel preferences, ongoing meetings, and filing system (both electronic and hard copy)
8. Keeps executive director's schedule and contact records updated; acts as scheduler; and guards executive director's time by knowing which appointments are critical, important, routine, or can wait or be handed off to someone else
9. Monitors executive director's voicemail and email accounts and assists in management of email: identifies urgent messages that require executive director's immediate attention, responds to some messages, and forwards other messages to NICWA staff for follow-up
10. Reminds the executive director of what is coming up the next day and any deadlines, e.g., what he might need for a breakfast meeting or early conference call
11. Ensures that the executive director is not double-scheduled; that he has time to eat, connect with people, and go to staff gatherings; and also protects his personal time
12. Prepares materials that executive director needs for each meeting (PowerPoint presentation, handout, or briefing materials); ensures time is reserved in advance if executive director needs to prepare for meetings or produce new materials.

13. Stays informed about all elements for executive director's travel, e.g., how many business cards he needs, how much cash he needs to carry, where his lodging is in proximity to any meetings, and how long it takes to get to the airport (building in time for meals, etc.)
14. Briefs the executive director on new people he is meeting with, prepares talking points, and reminds the executive director to appreciate staff, thank donors, and take breaks
15. Makes the executive director's life easier, productivity higher, and anxiety lower.
16. Enters and updates various project data into the NICWA database, ensuring accurate and timely entries; also runs requested reports from the database
17. Performs general administrative and secretarial functions, such as word processing, disseminating materials, setting up conference calls, broadcast faxing and/or e-mailing, photocopying, filing, and scanning with accuracy and in a professional and timely
18. Other duties as assigned, including participation on various internal teams

QUALIFICATIONS

This position requires the following qualifications to perform the above duties and carry out the above responsibilities:

1. Associate or bachelor's degree in business management, business skills and/or secretarial services, human resources management, or social services, or equivalent specialized experience for a minimum of three years
2. Has strong working knowledge of Indian culture, Indian Country, tribal social service systems, and tribal government structure
3. Has demonstrated strong organizational skills and ability to manage multiple tasks and conflicting deadlines
4. Is detail-oriented, a strong proofreader, and capable of writing routine letters and preparing briefing materials with editing proficiency with excellent grammatical skills
5. Proactive, e.g., providing executive director with the folders he will need for meetings and collecting folders from his after meetings, organizing them, and noting any follow-up needed, any billing information, future appointments, etc.
6. Respects confidentiality, has good judgment, and has a strong personality, e.g., is candid and willing to voice his/her opinion when appropriate
7. Cares about NICWA's mission, seeing the organizational necessity of keeping the executive director healthy and sharp to be effective in his roles
8. Is able to anticipate the executive director's needs for additional appointments (e.g., fundraising) in travel locations and works with other departments to coordinate those meetings
9. Has demonstrated the ability to communicate both orally and in writing in an effective and timely manner
10. Has the ability to work in a team environment, both in leadership and peer relationships
11. Can capably operate a variety of office equipment, such as a computer, LCD projector, teleconference phone, photocopier, scanner, printer, postage meter, etc.
12. Can capably use Microsoft Word, Excel, and Outlook and has the ability to be trained to capably use other software programs, such as PageMaker and Access
13. Has ability to move 25-30 lb. items
14. Has ability to travel approximately 10%-20% of the work year

Salary: Level II: \$32,000-\$44,900 and Level III: \$45,000-\$57,000

E-mail resume, cover letter, at least four professional references, and salary history to Carmen Farmer, carmen@nicwa.org, fax to (503) 222-4007, or mail to NICWA, 5100 SW Macadam Ave, #300, Portland, OR 97239 Open until filled.