

EXECUTIVE ASSISTANT POSITION DESCRIPTION

Reports to: NICOA Executive Director
Salary range: \$42,240 to \$46,080 per annum
depending on experience

FLSA Status: Exempt

Contact: Billie Tohee, Executive Director
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SUMMARY STATEMENT

NOTE: *It is the policy of the National Indian Council on Aging, Inc. to have a ZERO tolerance for workplace harassment and violence.*

This position provides administrative support to the Executive Director which requires knowledge in the areas of aging policy, development, HR management, Board of Directors relations and other relevant areas. The position reports to the Executive Director and is an integral part of the development and planning of events and coordinates the promotion teams; provides a wide variety of administrative, clerical, and organizational functions to assist the Executive Director in day-to-day operations.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES:

NOTE: *National Indian Council on Aging, Inc. may change the requirements of this job description at any time.*

1. Enable executive productivity by proactively managing schedules, priorities, and communications to maximize the effective use of leadership time.
2. Accurately and efficiently responds to correspondence including written correspondence, emails, and telephone calls.
3. Assists with management of Human Resource functions including maintenance and updating employee records, benefits, and filing/updating personnel information.
4. Coordinates appointments, maintains the Executive Director's calendar, and makes travel arrangements for the Executive Director, and resolves related difficulties.
5. Prepares and edits documents, presentations, reports, agendas, and staff, and Board of Directors meeting materials with accuracy and professionalism.
6. Provides general administrative support to the Executive Director.
7. Maintains contact lists for the Executive Director.
8. Assists with strategic analysis of organizational goals, metrics, and growth.
9. Attends Board of Directors meetings.
10. Helps manage Board relations including reviewing and taking board minutes as necessary which entails taking detailed meeting minutes, tracks action items, and follows up on deliverables to ensure completion.

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11. Maintains the Board calendar, documents, and arranges logistics for Board meetings.
12. Tracks Board participation and fundraising efforts.
13. Monitors project deadlines and provides status updates to keep initiatives on track.
14. Conducts basic research and analysis using charts and spreadsheet information.
15. Assists with government, tribal, foundation, and corporate grants as needed.
16. Processes donation letters and thank you letters, tracking and maintaining donation files.
17. Assists with maintenance of donor records and contact tracking using a database.
18. Exercises independent judgment and discretion with respect to matters of confidentiality. Protects confidential information and handles sensitive matters with discretion, professionalism, and sound judgment.
19. Assists with execution of public policy events, briefings, and biennial NICOA conferences.
20. Assists with travel arrangements for Board of Director members.
21. Inventory and purchase of supplies and equipment.
22. Serves as contact for organization with the building property manager and vendors.
23. Maintains log of office keys and inventory of all office furniture and equipment.
24. Attends mandatory meetings, training events, workshops, and seminars, including attending and traveling to NICOA's required out-of-office events and activities.
25. Adheres to NICOA policies and procedures.
26. Serves as a trusted liaison between executives, employees, members, and external partners to facilitate effective communications.

REQUIRED QUALIFICATIONS (INCLUDES EDUCATION, SKILLS AND EXPERIENCE):

- Bachelor's degree or equivalent professional experience.
- Prior experience supporting an Executive level position in a non-profit setting preferred.
- Experience of work with American Indian/Alaska Native Elders and Tribal communities.
- Detail-oriented with problem-solving, decision making, organizational, and time management skills.
- Demonstrates attention to detail and accuracy in all work products.
- Ability to work independently with minimal supervision and take initiative.

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- Flexibility to adapt to changing priorities and work outside regular business hours when needed.
- Ability to prioritize multiple tasks, organize work, and follow through independently.
- Tolerance for being interrupted.
- Ability to establish administrative systems within the office.
- Proficient in Microsoft Office (including Word, Outlook, Excel, PowerPoint, and Publisher), knowledge of Internet research tools, and data entry. Web page design a plus.
- Strong verbal and written communication skills, adept at composing business correspondence and representing the organization in a professional manner.
- Mature judgment and professionalism in handling confidential matters.
- Demonstrates superior dependability including excellent attendance and punctuality.
- Ability to establish and maintain harmonious working relationships with supervisors, colleagues, community members, Board Members, and others in contact with NICOA.
- A valid driver's license and current automobile insurance.

DESIRABLE:

- Notary Public certification.
- Knowledge of Older Americans Act and Aging Networks.
- Two or more years of experience working with American Indian/ Alaska Native Elders and Tribal communities.

WORKING CONDITIONS AND PHYSICAL EFFORT:

- Work is normally performed in a typical interior/office work environment.
- Noise level is moderate.
- Very limited exposure to physical risk or very limited physical effort required.
- Sitting for prolonged periods.
- Occasionally lifting items 50 lbs. or less.
- Occasionally bending or stooping.
- PC or laptop data entry and word processing.

NICOA practices Equal Employment Opportunity wherein we value workplace diversity.