

Executive Assistant
Salary range \$40,000-\$45,000

Basic Function:

Provide a wide variety of administrative, clerical, and organizational functions to assist the Executive Director and Administration Department in day-to-day operations.

Position Reports To: Executive Director

Qualifications Summary:

- Produce general correspondence, documents, and mailings, which may be confidential.
- Track and calendar meeting dates for Executive Director. Maintain and coordinate Administrative staff schedules when necessary.
- Schedule travel arrangements for the Executive Director and Board of Directors; and, Administrative staff as requested.
- Cover Receptionist Area. Greet and assist visitors, answer telephone calls and answer questions about NICOA via telephone, in-person, or electronic messaging.
- Schedule conference room reservations and perform necessary functions to set up meetings and conference calls for NICOA staff.
- Coordinate meeting and travel schedules for Executive Director, Board of Directors, and Administrative staff when requested.
- Prepare official minutes of Board of Directors meetings, compile and produce packets for distribution to Board Members as assigned by the Executive Director. Schedule conference calls for Board Members and Executive Director to conduct the business of the organization.
- Compile information for reports related to grants and other documents, proofread, and finalize as necessary.
- Assist with Biennial Conference planning and logistics.
- Maintain Administration Department's files and resource center.
- Respect the sensitivity and confidential nature of the Department's work and the organization generally.
- Maintain front office (clean and organization).

Responsibilities:

- Maintain an organized and tidy workstation.
- Copy and deliver documents and equipment off-site as needed.
- Perform Receptionist duties as needed.
- Adhere to NICOA policies and procedures.

Required Qualifications

- High School Degree or GED with minimum of 5 years relevant experience
- Excellent customer service skills
- Good computer skills; Demonstrated proficiency in Microsoft Word and Excel
- Strong verbal and written communication skills, adept at composing business correspondence and representing the organization in the community in a professional manner.
- Mature judgement and professionalism in handling confidential matters.