



## POSITION DESCRIPTION:

Title: Executive Assistant FLSA: Non-exempt Reports To Executive Director

Pay rate: \$40,000 - 45,000 including benefits.

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

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

## ESSENTIAL FUNCTIONS AND RESPONSIBILITIES:

Note: National Indian Council on Aging, Inc. unilaterally may change these requirements of this job description at any time.

These Include, but are not limited to the following:

1. Produce general correspondence, documents, and mailings which may be confidential.
2. Track meeting dates of Executive Director and maintain and coordinate Administration staff schedules.
3. Schedule travel for the Executive Director, Board Members and Administration staff as requested.
4. Supervise Receptionist and plan work activities.
5. Schedule conference room reservations and perform necessary functions to set up meetings and conference calls for NICOA staff.
6. Coordinate meeting and travel schedules for Executive Director, Board Members and Staff in Administration Department.
7. Prepare official minutes from Board 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.
8. Compile information for reports related to grants, proofread, and re-type as necessary.
9. Assist with Biennial Conference planning and logistics as assigned by the Executive Director.
10. Maintain Administration Department's files and resource center.
11. Respect the sensitivity and confidential nature of the Department's work and the organization generally.
12. Coordinate with Receptionist in maintaining front office area is clean and organized.

## OTHER DUTIES AND RESPONSIBILITIES:

Note: These include but are not limited to the following (additional responsibilities may be assigned as necessary):

1. Maintain, organize, and tidy workstation(s).
2. Copy and deliver documents and equipment off-site as needed.
3. Perform Receptionist duties as needed.

4. Attendance at mandatory meetings, training, and workshops.
5. Adhere to NICOA policies and procedures.

**REQUIRED QUALIFICATIONS (INCLUDES EDUCATION, SKILLS, AND EXPERIENCE):**

**REQUIRED:**

- High School Degree or GED with minimum of 3 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
- Superior dependability including excellent attendance and punctuality.
- Ability to maintain harmonious working relationships with supervisors, colleagues, community members, Board Members and other persons making contact with NICOA.

**DESIRABLE:**

- Knowledge of computer word processing programs.
- Knowledge of Older Americans Act and Aging Network

**WORKING CONDITIONS AND PHYSICAL EFFORT:**

- Work is normally performed in a typical interior/office work environment.
- The noise level is moderate.
- Very limited exposure to physical risk or very limited physical effort required.
- Sitting for prolonged periods.
- Lifting items of 50 lbs. or less.
- Bending or stooping occasionally.
- Keyboarding/Typing.

I have read the above job description and can perform the duties described.