

NATIONAL ASSOCIATION OF SOCIAL WORKERS

JOB DESCRIPTION STATEMENT

Title: Executive Administrative Assistant	Position Status: Full-Time
Unit: Administration	Issue Date: May 14, 2018
Division: NASW-NYS	Supersedes: N/A
Reports To: Executive Director	Pay Level: Commensurate with Experience; Competitive in market
FLSA Status: Non-Exempt	

I. MAJOR FUNCTION:

Under general supervision, the Executive Assistant works directly with the Executive Director and will be responsible for performing a number of administrative duties.

II. BASIC DUTIES & RESPONSIBILITIES:

- Welcomes Chapter members and guests to the building
- Responds to inquiries from membership and route calls as necessary
- Assists Chapter staff with meeting preparations
- Arranges travel for Chapter staff, presenters/volunteers, and the Board of Directors
- Performs office duties, that include ordering supplies and managing records
- Opens, sorts, and distributes mail/correspondence
- Prepares reports, memos, invoices, and letters on behalf of staff and the Board
- Schedules meetings for and with Chapter staff and the Board of Directors

III. MINIMUM WORK REQUIREMENTS:

Skills:

- Demonstrated strong interpersonal skills, including the ability to interface effectively at the executive level, with Board members, Association committees, and across the organization.
- Ability to effectively manage competing and changing priorities and thrive in a fast-paced, deadline-oriented environment.
- Must be an excellent communicator, both orally and in writing. Strong grammar and writing skills are required.
- Must have a strong customer service orientation and be able to adapt effectively to a variety of personalities.
- Must be able to effectively plan, organize, and track projects and tasks. Project management experience is a plus.
- Requires demonstrated analytical, quantitative, and budget administration skills.

- Requires exquisite attention to detail. Must be detail-oriented without losing sight of the big picture.
- Requires advanced skills with the Microsoft Office suite including Word, Excel, PowerPoint and Outlook. Experience with SharePoint and iMIS a plus. Experience with budget software and other accounting packages desired.

Knowledge:

- Bachelor’s degree in Business Administration or related field preferred.
- Fluency in Spanish a plus

Experience:

- Requires 3-5 years of prior related work experience in addition to the education requirement, preferably in an association management environment or nonprofit setting.

IV. ATTRIBUTES

- **Results driven:** Sees the big picture, assists with the development and monitoring of key performance metrics to produce the desired results.
- **Strong business acumen:** Sees opportunities and emerging trends, and is knowledgeable about the operations, unique needs, and goals specific to member-driven, not-for-profit organizations.
- **Firm and fair leadership:** Will work with a wide range of staff, colleagues, and members, requiring a firm, fair, and flexible style that both complements the efforts and supports the needs of others.
- **Partnership:** Able to build trust internally and externally and must be viewed as highly professional, discreet, and accountable.
- **Organizational agility:** Thoughtful, respectful communication style that fosters an open environment, enabling thought-provoking discussions and collaborative decision making.
- **Perceptive:** Creative and intuitively recognizes opportunities and takes appropriate action.

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This document describes general job duties and responsibilities. It is not a complete listing of job duties. Further clarification should be obtained from the supervisor listed above (e.g. Work plans, performance standards, task lists etc.). Incumbents may be required to perform tasks related to these duties. Major changes in job duties should be incorporated in this description.