

NATIONAL ASSOCIATION OF SOCIAL WORKERS

JOB DESCRIPTION STATEMENT

Title: Executive Administrative Assistant

Position Status: Full-Time

Unit: Administration

Issue Date: October 4, 2018

Division: NASW-NYS

Supersedes: N/A

Reports To: Executive Director

Pay Level: N/A

FLSA Status: Non-Exempt

I. MAJOR FUNCTION:

Under general supervision, the Executive Administrative Assistant (EAA) works directly with the Executive Director and responsible for performing various administrative duties.

The EAA is also responsible for managing the administrative flow of NASW-NYS, including support of the Chapter Executive Director, managers, and other Chapter staff. The EAA assists with confidential materials in the budgeting, planning, direction and execution of business operations for the Chapter. The EAA also assists with Association-wide projects. The position will be responsible coordinating meetings, including logistics for volunteer leadership, including committees, board of directors, as well as the chapter executive director and staff.

II. BASIC DUTIES & RESPONSIBILITIES:

1. Welcomes Chapter members and guests to NASW-NYS.
2. Responds to inquiries from membership and route calls in accordance with established guidelines.
3. Assists Chapter staff with meeting preparations.
4. Arranges travel for Chapter staff, presenters/volunteers, and the Board of Directors.
5. Prepares reports, memos, invoices, and letters on behalf of staff and the Board.
6. Schedules meetings for, and with Chapter staff and the Board of Directors.
7. Assists in the management of Chapter events/programs.
8. Coordinates appointments and schedules for the ED's calendar. Briefs ED on important and time-sensitive information, as needed.
9. Establishes and maintains files for projects, correspondence, contracts signed by the ED, and other files.
10. Keeps track of due dates and performs required follow up on reports, correspondence and other items.
11. Coordinates meeting logistics for the ED and other stakeholders, including meeting planning, room reservations, printing of meeting agendas, taking minutes as required, compiling briefing packets and obtaining other appropriate relevant information.

Ensures required technology tools are set up and functioning for meetings as needed, including the use of webinars and other meeting platforms.

12. Interacts with Chapter EDs and Chapter staff on a variety of issues and initiatives.
13. Performs general scheduling and administrative tasks including opening mail, forwarding items for response, answering and directing incoming calls, and greeting office visitors and guests. May answer and provide substantive screening of ED's calls.
14. Completes and processes standard office forms including invoices, purchase order requisitions, and check requests.
15. Performs research and analysis on a variety of topics based on the needs of the ED and the Chapter. Subjects may include general information gathering on association and industry trends, vendor information, and other topics as needed.
16. Oversees the Chapter's travel program, serving as liaison with the Chapter's travel vendor. Receives information on travel plans including budget parameters. Responsible for arranging and monitoring travel logistics.
17. Coordinates and staff's high-profile events and meetings for the Chapter, including but not limited to conferences and the Association Leadership Meeting (ALM). Supports meeting set up and logistics including technology equipment, shipping and delivery of meeting materials, ordering of supplies, staffing schedules, catering, travel arrangements, and staffing of registration activities.
18. Performs additional duties and responsibilities as needed.

III. MINIMUM WORK REQUIREMENTS:

Skills:

1. Demonstrates strong interpersonal skills, including the ability to interface effectively at the executive level, with Board members, Association committees, and across the organization.
2. Ability to effectively manage competing and changing priorities and thrive in a fast-paced, deadline-oriented environment.
3. Must be an excellent communicator, both orally and in writing. Strong grammar and writing skills are required.
4. Must have a strong customer service orientation and be able to adapt effectively to a variety of personalities.
5. Must be able to effectively plan, organize, and track projects and tasks. Project management experience is a plus.
6. Requires demonstrated analytical, quantitative, and budget administration skills.
7. Requires exquisite attention to detail. Must be detail-oriented without losing sight of the big picture.
8. 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.
9. Ability to maintain a high level of confidentiality for the ED including Human Resources, Accounting/Finance, Information Technology and related matters.

Knowledge:

1. Bachelor's degree in Business Administration or related field.
2. Proficient with word processing (MS Word), spreadsheet (Excel) and presentation software (PowerPoint), SharePoint, e-mail (Outlook)
3. Fluency in Spanish a plus

Experience:

1. Three to five years of Executive Administrative experience.
2. Experience working in a non-profit, professional association with multiple state chapters highly preferred.

IV. ATTRIBUTES

1. **Results driven:** Sees the big picture, assists with the development and monitoring of key performance metrics to produce the desired results.
2. **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.
3. **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.
4. **Partnership:** Able to build trust internally and externally and must be viewed as highly professional, discreet, and accountable.
5. **Organizational agility:** Thoughtful, respectful communication style that fosters an open environment, enabling thought-provoking discussions and collaborative decision making.
6. **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.