

**American Forest Foundation
Job Description**

Job Title: Executive Assistant

FLSA Status: Non-Exempt

Reports to: President & CEO

Pay Grade: 4

Job Summary:

The Executive Assistant provides administrative, logistical, and programmatic support to the President & CEO.

Essential Accountabilities/Responsibilities:

The primary functions of this position include, but are not limited to the following:

- Manages information flow to and from President & CEO
- Provides administrative and logistical support to the President & CEO to include: calendar management, travel arrangements, screening calls and appointments, drafting correspondence, arranging conference calls, and sorting mail
- Anticipates President & CEO's needs and proactively brings together appropriate people and resources to assist in addressing issues
- Maintains overall knowledge of organization's programs, funders, and key partners
- Collects, assembles, and disseminates materials for board and subcommittee meetings.
- Oversees logistics for board and sub-committee meetings to include: arranging for hotel meeting/sleeping rooms, catering, supplies, AV equipment, etc.
- Provides administrative support to VP, Finance & Administration and Senior Vice Presidents
- Maintains organization wide calendar and maintains copies of periodic reports
- Maintains copies of all AFF contracts
- Arranges catering needs for all in-house meetings
- Other duties as assigned

Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education/Experience:

Bachelor's degree from an accredited college or university and five or more years of related Executive Assistant experience required.

Required specific experience:

- Excellent organizational skills with attention to detail and the ability to effectively plan and problem solve
- Experience in planning for and arranging small meetings
- Expertise in coordinating travel logistics/schedules
- Knowledge and proficiency with computerized information systems, including Microsoft Office suite
- Experience working effectively with volunteers, board, and staff members
- Effective written and verbal communication skills

Language Ability:

Ability to read, analyze, and interpret general business correspondence. Ability to write routine business correspondence. Ability to effectively present information and respond to questions from staff, customers, and the general public.

Math Ability:

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

Reasoning Ability:

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

Computer Skills:

To perform this job successfully, an individual should be proficient on an IBM-PC using Microsoft Office, MS Word, MS Excel, MS PowerPoint, HTML, Access, and various internet search engines. Experience with database applications required.

Certificates and Licenses:

None Required

Required Personal Attributes:

- Results-oriented with a keen understanding of the steps necessary to achieve goals on deadline and within budget
- Strong initiative, a self-starter with tenacity, resilience, and high energy
- A sound work ethic with the ability to act both independently and as part of a team
- A firm commitment to working in a collaborative environment
- Personable and flexible with the ability to work and remain calm under pressure
- Time management skills, with the ability to prioritize, coordinate and manage multiple priorities
- Ability to interact with a wide variety of constituencies, including senior level business, volunteer, and community leaders
- Ability to maintain strict confidentiality, and displays discretion and the ability to deal with sensitive issues in a professional manner
- Excellent judgment, tact, and integrity, especially when dealing with donors, board members, volunteers, and the public at large

Supervisory Responsibilities:

This position directly supervises the following positions:

None

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Atmosphere and environment associated with a normal office.
- The noise level in the work environment is usually moderate.

Vision Requirement:

Both close and distance vision are required to perform the duties of this job.

Physical Demands:

Some evening and weekend work is required, and occasional travel will be necessary.

The responsibilities outlined above are indicative of the physical demands that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

<u>Activity</u>	Less than 1/3 of time	Between 1/3 & 2/3 of time	More than 2/3 of time
Stand	X		
Walk		X	

Activity	Less than 1/3 of time	Between 1/3 & 2/3 of time	More than 2/3 of time
Sit			X
Use hands to finger, handle or feel			X
Reach with hands and arms		X	
Climb or balance	X		
Stoop, kneel, crouch or crawl	X		
Talk or hear			X
Taste or smell	X		
Lifting/Carrying up to 10 lbs.		X	
Lifting/Carrying up to 25 lbs.	X		
Lifting/Carrying up to 50 lbs.	X		
Lifting/Carrying up to 100 lbs.	X		
Lifting/Carrying more than 100 lbs.	X		

This job specification should not be construed to imply that these requirements are the exclusive standards of the position. Incumbents will follow any other instructions and perform any other related duties as may be required by their supervisor.

APPROVED: Supervisor/Manager

Date

ACKNOWLEDGED: Employee

Date