

# AIHEC Position Description: May 2019

**POSITION TITLE:** Executive Assistant

## **SUMMARY**

This full-time position provides a wide range of administrative and programmatic support to the President & CEO and Board of Directors; conducts detailed meeting planning and negotiation for a variety of meeting throughout the year; and assists in implementing components of the organization's strategic plan.

## **DUTIES AND RESPONSIBILITIES**

### **General Support**

- Provide CEO telephone coverage, as needed, and process daily mail
- Respond to general telephone, email, and general member services inquiries
- Proofread pre-press materials and other organization and advocacy materials

### **Executive Support**

- Schedule appointments for the President & CEO, prepare/assemble presentation materials and handouts, organize meeting follow-up as necessary
- Prepare and maintain President's calendar and schedule appointments
- Coordinate and maintain a Central office calendar
- Work independently and as part of a team on ongoing, special, and non-recurring projects
- Assist the President & CEO to ensure the timely handling of programs and projects related to the AIHEC Strategic Plan, as needed
- Make travel arrangements for the President & CEO, as requested
- Draft correspondence and press releases, as needed
- Prepare and file expense reports of the President
- Attend staff meetings, take minutes, and follow up on action items generated
- Conduct research and coordinate special projects at the request of the President & CEO, which may include planning and coordinating multiple presentations and organizing events

### **Board of Directors Support**

- Coordinate and assist in planning, scheduling, and preparing for quarterly Board meetings and related special events, monthly executive committee meetings, conference calls and other organization and advocacy related meetings across multiple time zones
- Oversee assembly and electronic/print distribution of Board books and other relevant material
- Record and compile minutes of AIHEC Board meetings, monthly executive committee meetings, and other meetings as needed, and track follow-up/action items generated
- Assemble and maintain updated member contact information and biographical information in a variety of formats and electronic/print databases

## Meeting and Event Planning

- Negotiate favorable contracts with hotels and related venues
- Handle all meeting logistics including hotel, travel, meeting room setups and audiovisual, catering, ground transportation, recreational activities, and special events and serve as onsite contact for venue management and staff
- Prepare and distribute all meeting-related correspondence to members, staff and invited guests, including travel and hotel logistics memos, schedules and agendas, ground transportation information, and invitations
- Work with the President & CEO and/or project managers in the development of meeting materials and budgets
- Maintain and annually update the AIHEC Student Conference Manual and assist state-based planning committees, as requested, in amending and updating Manual

## AIHEC Student Congress & Student Support Liaison

- This position may serve as Central Office staff support to the AIHEC Student Congress: participate in monthly meetings, assist the ASC Coordinator in organizing and supporting the ASC, and serving as liaison for the ASC with Finance Department and CEO.

## MINIMUM QUALIFICATIONS

- Incumbent must be a positive and energetic team member who works effectively in a support role and is ready to assume expanding duties in a small, deadline driven environment
- Associate's degree or equivalent
- 3-5 years related executive level experience, preferable in a non-profit environment
- Proficiency in Microsoft Office products (Word, Excel, PowerPoint, Outlook)
- Demonstrated proficiency in, and aptitude for, meeting and event planning
- Strong oral and written communication skills essential
- Ability to be proactive and anticipate the needs of the organization
- Multitasking capacity with keen attention to detail and clear ability to prioritize and manage multiple tasks and projects
- Knowledge of higher education and/or Tribal sovereignty issues desirable

This position reports to: AIHEC President

Supervisory Responsibility: None

Competitive salary (commensurate w/ experience), excellent benefits.

Qualified candidate should submit cover letter, résumé, and salary history to:  
American Indian Higher Education Consortium

Email: [jobs@aihec.org](mailto:jobs@aihec.org) – subject line = Executive Assistant

Fax: (703) 838-0388 – Attn: Executive Assistant