

POSITION DESCRIPTION

TITLE: Executive Assistant

REPORTS TO: Executive Director

DUTIES AND RESPONSIBILITIES:

- (1) The Executive Assistant will support the Executive Director, ASNE Leadership, and other ASNE Staff as well as provide support for the Society's core functions.

- (2) The duties of the Executive Assistant include:
 - a. Assist in maintaining Executive Director's schedule
 - b. Prepare correspondence on behalf of the Executive Director
 - c. Assist the Executive Director in all aspects of their job where necessary (write letters, reports, communication, arrangements for travel, etc.).
 - d. Assist the elected President in all aspects of their responsibilities while in office (write letters, reports, communication, arrangements for travel, etc.)
 - e. Book travel and hotel arrangements as needed
 - f. Assist in maintaining master calendar of in-house meetings
 - g. Provide in-house meeting support as needed (e.g., scheduling conference rooms, tracking parking spaces, coordinating food, logistics, note-taking, preparing materials, etc.)
 - h. Greet and direct office visitors, answer main office telephone system, respond to direct requests for information and/or forward messages to appropriate staff. Make sure the office is kept in orderly and clean fashion
 - i. Assist with review of administrative procedures and development of systems to assure compliance by all staff
 - j. Maintain inventory for office supplies
 - k. Receive and distribute all incoming mailing and coordinates outgoing mail, including courier services, postage meter account, and interoffice mail distribution
 - l. General office duties such as typing, bookkeeping, flow of correspondence, filing, requisition of supplies, faxing, etc.
 - m. Provide administrative support to staff for copying, faxing, and large-scale mailings
 - n. Assist with research and cost comparisons for vendors to maintain cost effectiveness and quality
 - o. Provide assistance as needed with research for products and services and product development
 - p. Maintain and update database as needed
 - q. Assist in the updating of the website
 - r. Assist with accounts payable and accounts receivable functions

January 2010

- s. Responding to staff requests for administrative support as needed
- t. Additional duties as assigned.

- (3) The Executive Assistant is expected to continually update systems and processes to provide creative and innovative support to the leadership and members of the Society.
- (4) The Executive Assistant, in consultation with the Executive Director and Associate Directors, is expected to develop a continuing professional development program.
- (5) The Executive Assistant will assist staff, leadership and volunteers in accomplishing the Society's mission.