

**American College of Nurse-Midwives
Job Description**

Job Title: Executive Assistant (FT)
Department: Executive Office
Reports to: Chief Executive Officer
FLSA Status: Non-Exempt
Prepared Date: April 5, 2017
Approved By: Frank Purcell CEO

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Reporting directly to CEO, the Executive Assistant provides executive and administrative support to the Executive Office serving as a primary point of contact for internal and external constituencies on all matters pertaining to the Executive Office. The Executive Assistant also serves as an association governance liaison to the ACNM Board of Directors and Volunteer Leadership, organizes and coordinates executive efforts and special projects, and serves as liaison for employee benefits onboarding. The Executive Assistant will have the ability to work independently on projects and must be able to work under pressure at times to handle a wide variety of activities and confidential matters with discretion.

EXECUTIVE OFFICE

- Completes a broad variety of administrative tasks for CEO and Executive office including: manage active calendar of appointments, arrange and set up meetings and conference calls, compose confidential correspondence and conference calls
- Coordinates executive office meetings, events, and staff activities such as all-staff meetings and employee recognition events
- Coordinate ACNM board meeting activities including collecting and compiling reports and managing and assembling board packet, assisting CEO with schedule, posting final documents online to our website prior to meeting
- Compile and process expense reports and monthly credit card reconciliation statements
- Send out correspondence to membership, board members and external stakeholders on behalf of CEO and President
- Create and coordinate annual meeting invitations to VIPs and associate organization leaders
- Organize and maintain electronic files, contracts, consultant agreements, confidential human resources files and other documents of high value to the organization

GENERAL OFFICE

- Update content on organization website including: pages related to volunteer structure and general information regarding ACNM
- Act as office liaison/point of contact, updating staff roster, emails, birthdays, monitoring general email boxes
- Assists with Annual Meeting preparation, including photocopying, packing boxes, and other duties as needed
- Plan/Setup for staff gatherings, All-Staff meetings, holidays, birthdays, farewells
- Coordinate and Set-up Lunch & Learns, schedule and send out invitations to staff

BOARD AND VOLUNTEER LEADERSHIP

- Maintain key contact list of volunteers, updating all content regularly
- Act as point of contact to volunteer leadership, including: president, vice president, regional representatives, chairs of divisions, committees and task forces, track leadership changes
- Maintain and manage board book, compile agenda items and quarterly reports for board meeting, post to website, email to board members
- Maintain and process all expense reports for approval by CEO and payment by Finance
- Coordinate and facilitate Board elections process, point of contact for third party vendor, approve ballot and slate of candidates, update website, send notifications to candidates and members.

HUMAN RESOURCES

- Provide HR support to organization, onboarding of new hires, maintaining personnel files, and serve as point of contact with third party vendors for benefits, 401K, and temp agencies.
- Post advertisements of new positions, screen resumes and schedule interviews, conduct reference and background checks.
- Prepare offer letters, maintain accurate staff listings, organizational charts, job titles and job descriptions.
- Maintain appropriate personnel exit process and file necessary paperwork

QUALIFICATIONS

- Strong organization skills that reflect ability to perform and prioritize multiple tasks with excellent attention to detail.
- Very strong interpersonal skills and ability to build relationships with stakeholders including staff, board members, and donors.
- Excellent oral and written communication skills.
- Highly resourceful team-player with the ability to also be extremely effective independently.
- Proven ability to handle confidential information with discretion, be adaptable to various competing demands and demonstrate high level of customer service
- Demonstrated ability to achieve high performance goals and meet deadlines under pressure.

EDUCATION and EXPERIENCE

Bachelor's Degree required, or Associate's Degree with sufficient pertinent experience.

Five years' experience supporting C-Level Executives, preferably in a non-profit professional membership association

Proficient in Microsoft office (Outlook, Word, Excel, & PowerPoint) Adobe Acrobat, and social media web platforms

PHYSICAL DEMANDS

The physical demands described here are representative of those 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.

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee is occasionally required to stand; walk; climb or balance; and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job includes close vision, color vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those 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. The noise level in the work environment is usually moderate