EXECUTIVE ASSISTANT FOR FR AND COMMUNICATIONS

JOB TITLE: EXECUTIVE ASSISTANT FOR FEDERAL RELATIONS AND COMMUNICATIONS
LOCATION: WASHINGTON, DC
REPORTS TO: EXECUTIVE VP AND VICE PRESIDENT FOR FEDERAL RELATIONS AND VICE PRESIDENT FOR COMMUNICATIONS
FLSA: EXEMPT

SUMMARY: The Executive Assistant (EA) provides executive level support for both the Executive VP and Vice President for Federal Relations and Vice President for Communications. The EA is responsible for maintaining a working knowledge of supervisors’ issues to independently answer inquiries, respond to internal and external requests, and provide comprehensive administrative support by using their own judgement and discretion. These tasks include: calendar management, scheduling, e-mail monitoring and management, and follow-up action management.

The EA serves as the lead administrative assistant supporting the activities of the federal relations (FR) and public affairs (PA) departments. The EA serves as the primary administrative liaison with the both departments and the policy department. The EA helps plan meetings and webinars and has specific coordination and communication responsibilities relating to the Public Affairs Network (PAN). The EA requires very little instruction and guidance from supervisor in completing the essential duties and tasks.

PRIMARY DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned to meet business needs.

• Uses knowledge of AAU practices and priorities to proactively respond to daily issues and requests; provides organizational support related to daily workflow and independently determines action items and priorities.
• Is responsible for managing supervisors’ email and correspondences and ensures mail and correspondence assignments have been completed.
• Plans and manages supervisors’ schedule using independent knowledge of supervisors’ and organizational priorities: coordinates internally and externally, prioritizes time strategically, and ensures supervisors’ schedules are followed and respected; resolves meeting conflicts; schedules telephone calls, conference calls, and webinars.
• Develops and maintains a wide and comprehensive understanding of the supervisor’s portfolio, department’s initiatives, and AAU procedures; coordinates the workflow and collaborates on special projects with personal knowledge of AAU and the departments’ priorities and initiates follow-up actions.
• Uses knowledge of AAU practices and priorities to proactively respond to daily issues and requests; provides organizational support related to daily workflow and independently determines action items and priorities.
• Creates agendas, participates in meetings and takes notes, and ensures follow-up is completed as needed using independent knowledge of supervisors’ and organizational priorities. Anticipates schedule conflicts, preparation and travel time, and other similar events which might impact schedule. Uses AAU’s online reservation system to schedule use of conference rooms.
• Researches and develops documents, briefing materials and presentations for supervisor.
• Supports PA team members in posting content to AAU website.
• Drafts, prepares, and distributes correspondence and documents on behalf of supervisors, including creating initial drafts, proofing, editing, formatting, and working with mass emailing software (Exact Target).
• In consultation with FR staff, maintains the CFR section of the AAU website to ensure the website information is current, drafts content for website; uploads supervisors’ content to the AAU website.

COMMITTEES AND CONSTITUENT GROUP MANAGEMENT
• Public Affairs Network (PAN):
  o Acts as liaison between campus public affairs officers and the AAU PR department.
  o Gathers content and disseminates meeting materials for the PAN meetings.
  o Provides materials to and maintains membership lists of public affairs network officers.
  o Assists PAN Steering Committee and its subcommittees, coordinate conference calls and occasional in-person meetings.
  o Coordinate with the Director of Meetings for logistics of the annual PAN conference in advance and on-site.
  o PAN Annual Conference - works with the Vice President for Communications as well as the PAN Steering Committee on program content and procurement of speakers in addition to providing on-site support for the staff and the PAN. Assists Director of Meetings on-site with logistics as necessary.

OTHER DUTIES AND RESPONSIBILITIES
• Develops and utilizes effective filing and retrieval systems for practical and archival use; takes accurate notes during department and other meetings.
• Maintains, updates and tracks records in AAU’s database (Association Management System), retrieves and relays information from database, provides materials to and maintains committee, task force, and listserv lists, records member and staff interactions with congressional offices.
• Administers all travel and prepares itineraries, prepares expense reports and reimbursement forms in accordance with AAU policies and procedures, organizes and maintains paper and computer files.
• Cooperates and coordinates with other administrative assistants and fills in as necessary.
• Performs other duties as assigned.
• Maintains AAU president’s advocacy target list.

QUALIFICATIONS/REQUIREMENTS: Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
• Must be able to work independently and must have the ability to exercise discretion and independent judgment regarding matters of significance.
• Demonstrates excellences in judgment, problem-solving, and decision-making to advance the supervisor’s goals; exhibits excellent critical thinking and logic skills.
• Superior organization and prioritization skills and must be meticulous and detail oriented; must follow through in a timely manner, completing tasks without prompting.
• Flexibility and ability to manage competing demands; must be able to manage a myriad of on-going tasks in a fast-paced environment and adjust to changes. Good logic skills to read through minutes and summarize the conclusions and actions taken.
• Resourcefulness and ability to work proactively - thinking ahead with respect to calendar and workflow.
• Must demonstrate advance writing and editing skills; varies writing style and voice as needed.
• Must maintain a strict code of ethics in working with highly confidential data.
• Must be able to work independently while understanding the necessity for communicating and coordinating work efforts with other employees and organizations.
• Creates and supports an environment which fosters teamwork, cooperation, respect and diversity.
• Must promote and foster communications with staff as well as AAU member university officials and external parties. Must have excellent hearing/listening skills.
• Must maintain a strict code of ethics in working with highly confidential data.
• Works with integrity and ethically; must follow AAU's policies and procedures; is consistently at work and on time; ensures work responsibilities are covered when absent.
• Willingness to take ownership for wide-ranging responsibilities; demonstrates accuracy and thoroughness; looks for ways to improve and monitors own work to ensure quality.

EDUCATION AND TRAINING/EXPERIENCE:
• College degree preferred; three to five years of applicable experience demonstrating strong executive administrative support skills for a CEO, VP, or other high-level individual.
• Must have a working knowledge and display an advanced level of skill in the Microsoft Office suite 2010 or later.
• Experience working with Office 365, SharePoint, association management systems, mass email systems, and website content management systems is preferred.
• Experience in a non-profit and within federal relations preferred.
• Strong interest in an administrative career is essential.

TRAVEL. Travel is primarily local during the business day, although some evening, out-of-the-area, and overnight travel may be expected.

SUPERVISORY RESPONSIBILITY. This position has no supervisory responsibilities. However, the Executive Assistant is expected to coordinate efforts with key personnel in the department and the Association to achieve the position’s purpose.

WORK ENVIRONMENT. This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines.

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. While performing the duties of this job, the employee is regularly required to talk or hear.

This is largely a sedentary role; however, the employee is required to stand; walk; use hands to finger, handle or feel; and reach with hands and arms. Some filing is required; this would require the ability to lift files, open filing cabinets and bend or stand as necessary. This job requires the employee to lift at least 20 pounds infrequently.

EA for Federal Relations and Communications
**POSITION TYPE.** This is a full-time position. The exemption status of this position is exempt. Days and hours of work are Monday through Friday, 9:00 a.m. to 5 p.m. Occasional evening and weekend work may be required as job duties demand.

**OTHER DUTIES.** Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

**MUST BE CURRENTLY AUTHORIZED TO WORK FOR ANY EMPLOYER IN THE U.S.**