National Association of State Departments of Agriculture

Position Description

Date: March 11, 2020

Title: Executive Administrator to the CEO

Position Type: Permanent Full-time

Position Available: Immediately

Organizational Supervisor: NASDA CEO

Requirements for Application: A letter of interest, resume, and a list of three references to “Executive Administrator to the CEO” at careers@nasda.org.

DESCRIPTION:
NASDA grows and enhances agriculture by forging partnerships and creating consensus to achieve sound policy outcomes between state departments of agriculture, the federal government, and stakeholders.

POSITION SUMMARY
The Executive Administrator to the CEO works as a member of the NASDA team. This person will report to the CEO. The goal of this position is to support the mission of NASDA through able and timely work that is multi-functional and supportive of programs across NASDA. The incumbent’s time will be split between the CEO and NASDA’s operations department.

PRIMARY RESPONSIBILITIES

- Schedule and coordinate Board Meetings and Board Committee Calls
- Manage scheduling and correspondence for the CEO
- Coordinate special invitations received by the NASDA office for staff
- Develop and send Thank You letters for NASDA events from the CEO
- Assist with regular partner communications from the CEO
- Manage monthly expense reporting for the CEO
- Oversee NASDA events site selection and contract preparation
- Oversee office setup for new staff
- Oversee distribution of mail in the NASDA office
- Coordinate maintenance requests with the building
- Oversee ordering of supplies and other general office tasks
- Serve as backup support for IT troubleshooting
SKILLS, KNOWLEDGE AND ABILITIES REQUIRED

- Demonstrated ability to organize and complete projects and tasks within required deadlines
- Excellent verbal and written communication skills
- Must have experience multi-tasking and in a rapid – paced, deadline-oriented environment
- Ability to keep calendars, make appointments, attend meetings as directed
- Self-directed and goal-oriented
- Strong organizational and prioritization skills
- Professional presentation and demeanor
- Exceptional attention to detail
- Ability to work effectively as a team member and individual contributor.
- Experience in data management, web-based applications, and reporting using various software programs
- Knowledge and experience with information technology systems
- Ability to learn and maintain financial recordkeeping software

EDUCATION

- Bachelor’s degree in a discipline of organizational management, business administration, communications, agriculture, agribusiness, food and (or) natural resources is highly desirable, not required.
- An understanding of agriculture and NASDA is a plus.

TECHNICAL SKILLS

- Advanced knowledge in Outlook and MS office.

WORKING CONDITIONS AND/OR PHYSICAL REQUIREMENTS

- Attendance at occasional meetings outside of the office and in the WDC area.
- Occasional travel.
- Other duties as assigned.
- Physical ability to work on a computer at a desk for long periods.
- Physical ability to occasionally lift up to 25 pounds.

MANAGER/SUPERVISORY RESPONSIBILITIES

Not Applicable