

Position Description	
Department: Administration Title: Administrative Assistant	

Position Function: The Administrative Assistant reports directly to the President & Chief Executive Officer, and is primarily responsible for providing assistance with travel and meetings for the President & Chief Executive Officer. This position will also provide administrative support to the Management Team.

Position Duties and Responsibilities: The Administrative Assistant will:

- Provide direct administrative support to the President & Chief Executive Officer by arranging conference calls, and coordinating and scheduling meetings, receiving visitors, conducting research, collecting information from NFF staff, handling information requests.
- Perform clerical functions, such as preparing and proofing correspondence, making tent cards, nametags, and other meeting preparations.
- Assist with preparing expense reimbursements and travel reports for the President & Chief Executive Officer and other members of the Management Team.
- Assist the Director, Administration with collating assembling, binding, and shipping Board Support Materials. Will serve as a back-up and provide assistance with Board meeting logistics, and will learn to transcribe and prepare Actions & Motions as part of this back-up role.
- Stamp in and distribute incoming mail and deliver outgoing mail and Fed Ex. Prepare Fed Ex and UPS labels. Ensure postage meter ink is ordered and meter replenished.
- Manage the check log, adding checks, and securing the checks when the Accountants are not in the office.
- Review the bank reconciliations to verify that payments are following established protocols.

Education and Qualifications: NFF expects the Administrative Assistant to possess the following educational and experiential qualifications:

- Associate's degree, or higher.
- A minimum of 5 years' related administrative experience.
- Proven experience in MS Office, Word, Excel, and PowerPoint including the preparation of spreadsheets, flowcharts, graphs, presentation aids, letters and memoranda.
- A demonstrated commitment to the environment.

Abilities and Skills: NFF expects the Administrative Assistant to possess the following proven abilities and skills:

- Ability to represent the NFF in a clear and professional manner through excellent written and oral communication skills, particularly on the telephone, as well as excellent interpersonal skills at all levels.
- Ability to prioritize tasks against the schedule of the President & Chief Executive Officer.
- Ability to work well, and be flexible, in a team-oriented environment.
- Ability to identify, diffuse and set the course for resolving problems.
- Excellent organizational and time-management skills.
- Excellent proof-reading skills.

To Apply: Please send a cover letter and resume **by February 22, 2019** to Sheree' Bombard at: sbombard@nationalforests.org with the subject line: **"Administrative Assistant"**.

The National Forest Foundation is an equal opportunity employer and welcomes a diverse pool of candidates in this search. Additional information on the National Forest Foundation can be found at nationalforests.org.