



# National Association of Conservation Districts

**Position Title:** Executive Assistant/Office Coordinator

**Position Summary:** The Executive Assistant/Office Coordinator is responsible for providing administrative support to the NACD Executive Management Team, Officers, and Executive Board. They must be a self-starter, with the ability to multi-task and take initiative to anticipate the needs of leadership in a fast-paced working environment. The Executive Assistant/Office Coordinator will serve as the first point of contact for callers and visitors to the NACD office and will assume primary responsibility for office supplies and equipment for association staff. They will be expected to acquire an overall understanding of the association's complex and diverse membership and policy issue base.

## **Essential Duties and Responsibilities:**

- Provide administrative support to executive management team (CEO, COO, CPO, Senior Advisor), Officers, and Executive Board, including teleconference/meeting notices, supporting documents and travel arrangements.
- Coordinate NACD Officer and staff travel calendars and call/meeting details.
- Provide support for Board and Executive Board meetings, including assistance in preparation of agendas, supporting documents and recording minutes.
- Assist with clerical tasks such as typing, filing, proof-reading and database entries as requested.
- Receive all callers and visitors, and redirect to appropriate staff; ensure phones and front office are staffed at all times.
- Prepare and process outgoing and incoming mail.
- Coordinate office operations, including monthly supply inventory and replacement, and oversee equipment operation and coordinate repairs.
- Work with all staff to ensure common areas are clean, neat and presentable for office guests and meetings.
- Provide pre-event planning assistance and on-site logistics for NACD leadership meetings at the Annual and Summer Meetings as assigned.
- Occasionally support the Membership Team with quarterly dues mailing and supporting any NEON (CRM) database updates as appropriate.
- Perform other administrative duties as assigned by CEO.

## **Skills/Qualifications:**

- Bachelor's Degree in related field
- 2-5 years of relevant work experience in an office setting
- Proficiency in Microsoft Word, PowerPoint, Outlook and Excel
- Detail oriented; Strong organizational skills
- Ability to travel twice a year for the NACD Annual and Summer Meeting



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**Location:** This position is based out of the NACD's headquarters office in Washington, D.C. and reports to the Chief Executive Officer. Currently, NACD is operating on a hybrid working schedule with requirements to be in the office a few days a week. NACD will establish the appropriate in-office schedule based on the organizational needs.

**Salary range:** \$60,000-\$70,000 per year

**Benefits:**

100% Employee only paid Health Dental, Vision, and Life insurance

Flexible schedule

Recognition of 13 paid federal holidays

Minimum of 2 weeks of vacation with increase every two years of employment

Two-week sick leave per year

Parental leave

403(b) up to 5%

Flexible spending account

Professional development assistance

**To apply:** Interested candidates please send a cover letter, resume and two writing samples to the attention of NACD with 'Executive Assistant' in the subject line to [hr@nacdnet.org](mailto:hr@nacdnet.org) no later than **Friday, November 15, 2024**, to receive priority consideration.