



## Family, Career and Community Leaders of America

### ***POSITION DESCRIPTION***

**Date Written or Revised:** August 2021

**Title:** Administrative Assistant

**Reports to:** Senior Director

**Supervises:** N/A

**Job Status:**    ☒    Full-time            ☒    Exempt  
                     ☐    Part-time            ☐    Non-Exempt

**PRIMARY PURPOSE:** The Administrative Assistant supports the Senior Director and provides assistance to the Membership, Accounting, Partnerships, and Competitive Events departments. This position performs general clerical/secretarial activities and office administration activities. Must be capable of both in person and remote work. Some travel may be required.

---

### **ESSENTIAL FUNCTIONS**

#### **Senior Director Support**

*Percent of time spent: 70%*

- Provide support to Senior Director including, but not limited to: calendar maintenance, manage meeting requests from staff and partners, expense reimbursements;
- Assist in reviewing external communications for grammar and content errors;
- Field calls that come in for the Senior Director and the main organization line and direct calls appropriately;
- Manage Senior Director's conference schedules, materials for travel, and book travel accommodations;
- Prepare requested information, take notes for weekly department meeting notes, and send to team;
- Generates informational mailings as approved by the Senior Director;
- Compile list of vendors and set up meetings for open request for proposals;
- Prepare weekly supply orders for the office and coordinates deliveries;
- Maintain active vendor contact list and assist in researching and coordinating outside contractor work;
- Coordinates needs as requested by the Senior Director;
- and, other duties as assigned.

## **Provide administrative support to the Membership, Accounting, Partnerships, and Competitive Events departments**

*Percent of time spent:* 30%

- Assist in reviewing external communications for grammar and content errors;
- Assist with preparing shipment for National Conferences;
- Prepare monthly credit card statements for approval;
- Assist in applying checks during periods of high volume;
- Assist with membership outreach based on outreach strategy;
- Assist in identifying, documenting and testing updates to the FCCLA Portal;
- And, other tasks as needed.

## **EDUCATION AND EXPERIENCE REQUIRED**

*Education:* Bachelor's degree preferred.

*Experience and skills:* 2-4 years' experience in all facets of administrative support. Tech savvy with intermediate to advanced skills in MS Office applications, database and presentation software. Demonstrated ability to master new applications quickly.

## **COMPETENCIES**

- Demonstrates strong business writing skills and edits documents for errors, grammar and content. Writes business correspondence and other documents clearly and professionally.
- Consistently demonstrates positive customer service orientation.
- Works collaboratively with other staff and teams.
- Has the technical knowledge and skills to perform responsibilities effectively.
- Demonstrates strong interpersonal skills and manages conflict effectively.
- Exhibits a consistently high level of attention to detail and accuracy.
- Highly organized, uses time efficiently and consistently meets deadlines.
- Able to set priorities for routine work.
- Demonstrates initiative in maintaining regular workload and assisting others as time permits.
- Able to develop and implement basic process improvements for various routines and systems.
- Able to integrate long-term assignments effectively along with routine, daily work.

## **TRAVEL REQUIREMENTS**

5% upon request

---

The Family, Career and Community Leaders of America Inc.'s management reserves the right to review and revise this document at any time. Employees are expected to perform any other duties or tasks, which are assigned. This document represents a description of intended job content and performance requirements, and is expected to be revised annually or when a major change occurs. The existence of this document should not be construed in any way to represent an actual or implied contract of employment.

This organization grants equal employment opportunities to all qualified persons regardless of race, creed, color, sex, age, national origin, marital status, or physical/mental handicap. It is the intent and desire of the national Board of Directors that equal opportunities be provided in recruitment, selection, salary, promotion, benefits, privileges, and all other terms and conditions of employment.