



Family, Career and Community Leaders of America

POSITION DESCRIPTION

Date Written or Revised: Aug 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 Program and Leadership departments. This position performs general clerical/secretarial activities; assists with resource development; meetings; personnel 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: 50%

- Provide support to Senior Director including, but not limited to: calendar maintenance, manage meeting requests from staff and partners, expense reimbursements and other tasks as requested;
- Field calls that come in for the Senior Director and the main organization line and direct calls appropriately;
- Manage needs as requested by the Senior Director;
- Manage Senior Director's conference schedules, materials for travel, and book travel accommodations;
- Prepare and ship materials for conferences;
- Take weekly department meeting notes and send to team;
- Generates informational mailings as approved by the Senior Director;
- and, other duties as assigned.

Provide administrative support to the Director of Communications & Programs and Leadership Manager

Percent of time spent: 50%

- Inventory program flash drives at the end of every month;
- Upload purchased programs to adviser's portals;
- Develop and assist with production, packing, and distribution of reports, mailings, and workshop materials;
- Assist with program award and scholarship processing and receiving returned documentation;
- Assist with recruiting workshop and review committee participants, members and volunteers;
- Assist in promoting opportunities in Fast Facts and social media;

- Assist with preparation of meeting materials for the National Executive Council (NEC);
- Assist in scheduling NEC meetings and calls;
- Assist with State Officers and maintain database;
- Set NEC, NECA, LTT and other consultants up on FCCLA's web-based travel portal and assist with travel arrangements;
- Assist with NEC tasks such as meeting requests and arrangements, expense reports, compiling monthly reports, tracking all deadlines;
- Maintain Survey Monkey reports, update and compile data as needed;
- Assist with administrative duties of National Officer Candidate election process;
- Assist with administrative duties in preparation for Capitol Leadership, National Fall Conference, National Leadership Conference, NEC/A planning meetings, Leadership Academy, and officer trainings at national conferences;
- Assist with the preparation of new officers (create directories, compile bios, NEC packet, order materials, letters to administrators, etc.);
- Processing of expenses for NEC, NECA, LTT;
- 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

- 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.
- Demonstrates strong business writing skills and edits documents for errors, grammar and content. Writes business correspondence and other documents clearly and professionally.
- Able to integrate long-term assignments effectively along with routine, daily work.

TRAVEL REQUIREMENTS

5% upon request

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