



201 West Lawrence Avenue
Springfield, IL 62704
Phone: (217) 744-3414
Fax: (217) 744-3420
www.aiswcd.org

POSTION ANNOUNCEMENT

Overview:

The Association of Illinois Soil & Water Conservation Districts (AISWCD) is seeking a well-organized Executive Assistant to coordinate, oversee, and/or perform a wide variety of administrative and program support activities on behalf of the State Association and its members, the Executive Director, and Board of Directors. This is a great opportunity to establish working relationships with high-level executives and contribute to the overall efficiency of our organization. The Executive Assistant will also serve as a primary point of operational and administrative contact for internal and external constituencies, often on complex and confidential issues. Coordinates the provision of office and staff support services to the office, and oversees and/or participates in the coordination, supervision, and completion of special projects and/or meetings and events.

Duties and Responsibilities:

- Provides administrative and logistical support, to include managing the schedule/calendar, making travel arrangements, screening and handling telephone communications, and dealing with administrative problems and inquiries as appropriate.
- Serves as a primary point of direct administrative contact and liaison with internal and external parties on a range of issues; organizes and facilitates meetings, conferences, and other special events, as required.
- Gathers, enters, and/or updates data to maintain departmental records and databases, as appropriate; establishes and maintains files and records for the office.
- Monitors and coordinates accounting activities as appropriate and prepares internal reports for management; participates in budget planning and management, as needed.
- Assists with project development and planning to ensure more efficient service and organization of the office.
- Composes and prepares written documentation and correspondence for the office; screens and evaluates incoming and outgoing correspondence and prepares responses as appropriate.
- Assists in the coordination, supervision, and completion of special projects as appropriate.
- Coordinates and oversees the day-to-day management of supplies, equipment, and facilities for the organization, as appropriate, to include maintenance, inventory management, logistics, security, and related activities.
- Performs miscellaneous job-related duties as assigned.

Minimum Job Requirements:

Previous work in a high-performing office environment with experience directly related to the duties and responsibilities specified. Completed degree from an accredited institution.



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Knowledge, Skills and Abilities Required:

- Knowledge of office management principles and procedures.
- Knowledge of supplies, equipment, and/or services ordering and inventory control.
- Strong interpersonal and communication skills and the ability to work effectively with a wide range of constituencies.
- Records maintenance skills.
- Information research skills.
- Strong command of Microsoft Office programs such as Word, Excel, PowerPoint, Publisher in addition to general database management skills.
- Ability to assist in analyzing and interpreting financial data and preparing financial reports, statements and/or projections.
- Proficiency at creating, composing, and editing written materials.
- Aptitude to make administrative and procedural decisions and judgments on sensitive, confidential issues.
- Organizing and coordinating skills.
- Ability to supervise and train assigned staff including organizing, prioritizing, and scheduling work assignments.

Working Conditions and Physical Effort:

Some limited physical effort required. Work is typically performed in an office work environment, though moderate travel may sometimes be required.

Hours & Location:

Full Time; Some work may be required outside of normal working hours. The position is located in Springfield, Illinois.

Salary & Compensation:

Salaried; commensurate with experience, submit salary requirement.

To Apply:

A complete application will contain the following materials; Cover letter, resume, salary requirements, writing sample that best illustrates your qualifications for the position, and at least two professional references. Email questions, inquiries and application materials to info@aiswcd.org with the subject: Executive Assistant Position.