



## EXECUTIVE ADMINISTRATIVE ASSISTANT JOB POSTING

Are you ready to join a fun and adventurous team of professionals? Delta Waterfowl is hiring an **Executive Administrative Assistant** in Bismarck, ND. This full-time position provides senior-level administrative support to the executive leadership team and Board of Directors in a timely and confidential manner. Essential functions include:

- Perform a wide variety of complex administrative functions, such as writing and editing emails, drafting memos, and preparing communications on behalf of the executive leadership team in a timely manner.
- Prepare for and provide administrative support for all board meetings, which includes the creation and distribution of meeting agendas, packets, presentations, and meeting minutes. This also includes the set-up and management of meetings conducted remotely.
- Prepare, respond to, and send a variety of official correspondence, professional letters, internal communications, and other information as directed.
- Facilitate all board recognition including active and retiring board members.
- Administrate the Delta alumni program and the Ambassador's Circle as directed.
- Maintain comprehensive and accurate business records, documents, files, and reports, including research publications and donor files.
- Coordinate and schedule travel, meetings, and other appointments.
- Document paid leave use and monthly credit card reconciliations for the executive team.
- Plan and prepare for a variety of social events for the executive team and board.
- Other duties as assigned.

### REQUIRED QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. At least five years of successful professional experience in executive administrative positions.
2. Above average oral and written communication skills.
3. Ability to practice a high level of discretion and confidentiality, and stay calm and on-task at all times.
4. Must work well with the general public and in a team environment.
5. Must be organized and able to prioritize responsibilities in a fast paced environment.
6. Problem solving skills and ability to respond to change.
7. Strong analytical skills, ability to work independently, and strong working knowledge of Microsoft Office applications, including PowerPoint, and other software.
8. Ability to travel to attend meetings, events, etc. that occur approximately three times per year.

**PHYSICAL DEMANDS:**

While performing the duties of this job, the employee is regularly required to sit, talk and listen. The employee requires dexterity in using telephone, computer keyboard, mouse, calculator and other office equipment. The employee is regularly required to stand, walk, and navigate stairs. The employee must be able to lift and move up to 40 pounds unassisted. Vision abilities required by this job include close vision, depth perception and ability to adjust focus.

**APPLICATION PROCEDURES:**

Please send a cover letter, resume, and three professional references to [bsicble@deltawaterfowl.org](mailto:bsicble@deltawaterfowl.org)

*Delta Waterfowl Foundation is proud to be an equal opportunity employer.*