

**NATIVE AMERICAN CONTRACTORS ASSOCIATION**  
**Job Description**

**Position:** Executive Assistant

**Salary Range:** Depends on Experience, Non-Exempt

**Position Information:** Full Time (40 hours per week), year round

**Location:** Washington, D.C.

**Reports To:** Executive Director

**General Function:** Executive Assistant provides high-level administrative support services to the Executive Director and NACA staff. Under general supervision, the Executive Assistant provides day-to-day office administrative functions and performs a variety of complex and confidential administrative support duties for the Executive Director and/or professional staff as assigned. Performs bookkeeping duties, implements and maintains sound office practices and procedures; and performs other related duties as assigned.

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**Job Duties:** Serves as the Assistant to the Executive Director and provides administrative support to other staff.

Facilitates the Executive Director's clear and timely communication with the Board of Directors ("Board"). Arranges Board meetings, drafts agendas, meeting notices, prepares Board packets and related background material, takes minutes and follow up on action items from the Board. Similarly supports Executive Director's work with Committees.

Provides para-professional support for NACA Executive Director and professional staff, including drafting memos, letters, preparing spreadsheets, reports, etc.

Makes necessary arrangements for meetings and conferences, ensuring the best value for the organization in negotiations with venue. Provides attendees with specific guidance in advance. Assembles meeting packets and background material, and disseminates to attendees in advance of meetings.

Receives and screens telephone calls and visitors, maintains the Executive Director's schedule and calendar.

Develops and maintains filing systems.

Receives and prioritizes incoming mail. Manages, tracks and files all correspondence. Writes and responds to correspondence as instructed.

Organizes and maintains fiscal records such as: accounts payable, petty cash, donations, subscriptions, audit, tax, banking and investment accounts. Assembles information for the annual budget process.

Maintains and orders office supplies.

Orients new NACA employees on NACA administrative and operational processes and procedures and ensures that all logistical and administrative matters are in place.

Arranges travel for NACA employees, prepares expense reports and follow-up communication as necessary.

Coordinates services of NACA vendors and subcontractors as needed. Receives and processes invoices accordingly. Communicates with, and oversees services of, various vendors and subcontractors as instructed.

Perform other duties as needed and assigned by the Executive Director.

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**Skills, Knowledge and Abilities:** All candidates must possess the following:

- Excellent written and verbal communication skills, including knowledge of proper grammar, good vocabulary, spelling and proofreading skills.
- Good public contact skills and telephone etiquette.
- Ability to make decisions and exercise good judgment.
- Ability to work well with others in a team environment, as well as work independently.
- Self-starter able to work under pressure, and prioritize existing workload independently with minimal supervision.
- High degree of sensitivity regarding confidential information.
- Knowledge of basic accounting skills, general business formats and procedures, and filing procedures.
- Proficiency in all Microsoft Office programs, especially in word processing and spreadsheets.
- Use of basic office equipment such as telephone, copiers, printers, facsimile, and mailing equipment.
- Ability to work occasional overtime, including evenings and weekends.

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**Minimum Experience Qualifications:** 3+ years of experience supporting at the executive level. Strong knowledge of MS Office, including Outlook, Word, Excel, and PowerPoint. Prefer Bachelor's degree or equivalent years of experience.

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**Fair Labor Standards Act Status:** Hourly/Non-Exempt. The above is not intended to list all possible essential functions or requirements as they are subject to change. The employer reserves the right to revise or change this description. This description does not constitute a written or implied contract of employment. As this is a hourly position, it may require varying amounts of time to accomplish the assigned duties, including time

spent outside of the normal business hours for which overtime compensation will be provided. To perform this job successfully, an individual must be able to satisfactorily perform each of the above essential duties. Reasonable accommodations may be made to enable individuals with disabilities to meet these qualifications.

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**Job Description Approval:**

Employee: \_\_\_\_\_  
Signature

Date: \_\_\_\_\_

\_\_\_\_\_  
Print Name

Supervisor: \_\_\_\_\_  
Signature

Date: \_\_\_\_\_

\_\_\_\_\_  
Print Name