

## Executive Assistant to the Executive Director Position Description

The National Association for the Education of Young Children (NAEYC) seeks a highly skilled and effective executive assistant skilled in working in a fast-paced environment to support the function of the executive director. NAEYC is a Washington, D. C. based professional association whose mission is to serve and act on behalf of the needs, rights and well-being of all young children with primary focus on the provision of educational and developmental services and resources. Founded in 1926, NAEYC is the largest and most influential advocate for high-quality early care and education in the United States.

NAEYC membership includes 70,000 individuals working with and on behalf of children ages birth through eight in child care, Head Start, preschools, public and private K-12 schools, state and local governments, institutions of higher education and research organizations. In addition, the organization includes approximately 300 state and local affiliates in 48 states, the District of Columbia, Puerto Rico and Europe.

### Position

Reporting directly to the executive director, the executive assistant provides executive support in a one-on-one working relationship. The executive assistant serves as the primary point of contact for internal and external constituencies on all matters pertaining to the NAEYC executive offices. The executive assistant also serves as primary administrative support and contact to the NAEYC National Governing board for all board meeting logistics, preparation and execution of board meetings and communications throughout the year.

The ideal candidate is a mission-driven, multi-tasker who can simultaneously focus on the executive office's strategic goals and stay focused on important details. He/she must possess a demonstrated track record of serving as a trusted member of a senior organizational team. The individual will have the ability to exercise good judgment in a variety of situations, with strong written and verbal communication, administrative and organizational skills and the ability to maintain a realistic balance among multiple priorities. He/she will have the ability to work independently on projects, from conception to completion, and must be able to work under pressure at times to handle a wide variety of activities and confidential matters with discretion.

### Essential Skills and Responsibilities

#### *Executive Support:*

- Complete a broad variety of administrative tasks including: managing an extremely active calendar of appointments; completing expense reports; composing and preparing correspondence that is sometimes confidential; arranging complex and detailed travel plans, itineraries and agendas; and compiling documents for travel-related meetings.
- Researches, prioritizes and follows up on incoming issues and concerns addressed to the executive director, including those of a sensitive or confidential nature. Determines appropriate course of action, referral or response.
- Provides a bridge for smooth communication between executive office and internal departments; demonstrating leadership to maintain credibility, trust and support with senior management staff.
- Works closely with executive director to keep her well informed of upcoming commitments and responsibilities, following up appropriately.
- Provides leadership to build relationships crucial to the success of the organization, and manages a variety of special projects for the President.
- Prioritizes conflicting needs; handles matters expeditiously, proactively, and follows-through on projects to successful completion, often with deadline pressures.
- Staff NAEYC's executive team meetings.

*National Governing Board Support and Liaison:*

- Communicates directly with National Governing Board members on administrative, logistic, travel and any board related activities.
- Assists board members with travel arrangements, lodging and per diem as needed.
- Maintains discretion and confidentiality in relationships with all board members.
- Adheres to compliance with applicable rules and regulations set in bylaws regarding board and board committee matters, including advance distribution of materials before meetings in electronic/paper format.

*Additional Duties*

- Other duties as assigned

*Qualifications*

- Strong organizational skills that reflect ability to perform and prioritize multiple tasks seamlessly with excellent attention to detail.
- Very strong interpersonal skills and the ability to build relationships with stakeholders, including staff, board members, external partners and donors.
- Exceptional written and verbal communication skills.
- Demonstrated, proactive approaches to problem-solving with strong decision-making capability.
- Emotional maturity.
- Highly resourceful team-player, with the ability to also be effective independently.
- Proven ability to handle confidential information with discretion, be adaptable to various competing demands, and demonstrate the highest level of customer/client service and response.
- Demonstrated ability to achieve high performance goals and meet deadlines in a fast paced environment.
- Strong work tenure: Five to 10 years of experience supporting executives.
- Proficient in Microsoft Office, database management and scheduling