



JOB DESCRIPTION

Position Title: Governance Coordinator

Department: Executive Office

Reports to: Governance Operations Manager

Supervises: None

GENERAL SUMMARY

The Governance Coordinator contributes to the successful execution of the association's strategic initiatives and governance activities. This position coordinates the logistics for board meetings and General Assembly and manages the administrative processes for all governance projects, committees, and initiatives.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Supports the successful execution of all ENA and ENA Foundation board meetings through tracking and uploading of materials into the online portal, logistics support and other activities.
2. Coordinates the logistics associated with governance committee calls and meetings to include agenda development, scheduling and minute taking.
3. Contributes to the successful execution of ENA's General Assembly including process oversight and meeting coordination.
4. Serves as the primary contact for the delegate management process, including system tracking, coordination with the registration vendor and state captains to ensure accuracy.
5. Manages ongoing tracking of resolutions, monitors progress, and reporting of resolutions in collaboration with other teams.
6. Contributes to the development and maintenance of ENA governance policy revision cycle.
7. Maintains project timelines for key governance activities and contributes to the successful execution of projects.
8. Serves as the liaison to the ENA Historian on archival projects.
9. Develops and monitors the General Assembly and archival budgets and contributes to the annual budget development process.

10. Contributes to the workplace culture that is consistent with the association's culture statement and emphasizes the mission, vision and values of the organization.
11. Displays a high level of accountability, taking responsibility for individual actions and the impact on the organization. Views oneself as a reflection of the organization by following through on commitments and accepting ownership.
12. Performs other duties as assigned or required.

QUALIFICATIONS

Required:

- Bachelor's degree or an equivalent combination of education and experience
- Minimum of 3 years of experience in a governance or board support position
- Program and/or Project Management experience
- Customer service focus

Desired:

- Association experience

KNOWLEDGE, SKILLS, AND ABILITIES

- Excellent organizational skills, with ability to work independently on assigned tasks
- Detail oriented
- Team-oriented
- Excellent collaborative communication and interpersonal skills
- Ability to prioritize multiple and varied tasks under pressure, within established deadlines
- Ability to exercise a high level of discretion and independent judgment
- Excellent problem-solving ability and an ability to exercise a high level of discretion and independent judgment
- Advanced computer proficiency in Microsoft Office, all products
- Ability to interface with staff, BOD, and external relationships in a professional manner

PHYSICAL DEMANDS

Nature of work requires an ability to operate standard business office equipment. Requires ability to communicate verbally and in writing in an exchange of information; collect, compile and prepare work documents; set-up and maintain work files. Occasional travel may be required. Use of the computer, with repetitive motion, is approximately 80%.

WORKING CONDITIONS

Majority of work is performed in a general office environment.

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This description is intended to indicate the kinds of tasks and levels of work difficulty that will be required of positions that will be given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of any supervisor to assign, direct and control the work of employees

under his/her supervision. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.