



ENA Open Position

Position Title: Senior Administrative Assistant
Department: Content Development
Reports to: Director, Content Development & IENE
Supervises: None

GENERAL SUMMARY

The Senior Administrative Assistant, Content Development, coordinates the administrative aspects of department projects, work teams, and strategic initiatives while providing on-going administrative support to the Director, Content Development & IENE.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Provides administrative support to the content development team, including coordinating calendars, written correspondence, filing, maintaining office supplies, copying, updating databases, and spreadsheets, answering department phone calls, and taking messages. Monitors and responds to departmental phone calls, e-mail, voicemail, online communities, and website accounts, and drafts departmental correspondence.
2. Provides administrative support to the Director, Content Development & IENE for projects, committees, workgroups and other Department initiatives, including the development of meeting materials, meeting logistics, and travel arrangements.
3. Maintains annual and ongoing departmental budget tracking documents for expenses and revenue to assist with budget management. Maintains departmental financial records, reviews expense requests, and invoices to assure consistency with budget and cost estimates.
4. Provides project coordination assistance to ENPC, TNCC and other educational products as assigned. Maintains project documents and facilitates project document availability to team members.
5. Maintains and regularly updates project tracking systems.
6. Maintains a system to log data regarding education customer service inquiries. Develops a quarterly report to summarize the data.
7. Contributes to the workplace culture that is consistent with the association's culture statement and emphasizes the mission, vision, and values of the organization.
8. 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.
9. Performs other duties as assigned or required.

QUALIFICATIONS

Required:

- Bachelor's degree or an equivalent combination of education and experience
- 3-5 years of experience in an administrative position
- Program and/or Project Management experience
- Customer service focus experience

Desired:

- Project Management experience
- Association experience

KNOWLEDGE, SKILLS, AND ABILITIES

- Excellent organizational skills, with the 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.

WORKING CONDITIONS

Majority of work is performed in a general office environment.

To formally apply please submit your cover letter and resume to Jobs@ena.org

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.