



Position: Executive Assistant and Board Liaison  
Reports to: NFU Chief of Staff  
FLSA: Exempt  
Status: Full-Time  
Location: Washington, D.C.

Applications are due by August 16, 2024, or until the position is filled.

### **POSITION SUMMARY**

The primary responsibilities for the Executive Assistant include the ability to support the NFU President and act as an extension of his office. The Executive Assistant will assist the President, the NFU board of directors, and coordinate with staff, and internal and external actors. They will plan-ahead, manage requested time commitments, and assist with meeting agendas. The position requires a high level of attention to detail, integrity and discretion in handling confidential information, and the utmost professionalism.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES THE ESSENTIAL FUNCTIONS INCLUDE, BUT ARE NOT LIMITED TO THE FOLLOWING:**

- Provides administrative support to the President.
- Screens and prioritizes incoming calls, mail, emails, and maintains the President's calendar, appointments, schedules meetings, coordinates arrangements for conference calls, and internal and external meetings.
- Coordinates domestic and international travel arrangements. Handles special events and special projects.
- Responsible for meeting agendas, and follow-up for all-staff meetings.
- Provides end of week/upcoming week activity status reports.
- Assist with development of presentation templates and working documents as needed.
- Composes, edits and delivers written correspondence on behalf of the President.
- Manages and maintains President's personal documents and expense records.
- Develops and/or maintains detailed records of Presidential communications, correspondence, and other records for organizational archives.
- Provides direct support to business partners, clients, and associates as an information source with the highest level of professionalism and confidentiality.
- Act as Recording Secretary during NFU and related entity Board of Directors meetings.
- Serve as a primary point of contact for NFU board member requests and communications.
- Manage the distribution of reports and information related to quarterly Board of Directors and committee meetings.
- Collect and organize the annual delegate certifications and support the formation and operation of the delegate body at the NFU Convention.
- Support the operation of NFU convention committees and other ad-hoc committees as needed.
- Performs additional responsibilities as needed.

### **MINIMUM QUALIFICATIONS (KNOWLEDGE, SKILLS, AND ABILITIES)**

- Demonstrated ability to organize and complete projects and tasks within required deadlines
- Excellent verbal and written communication skills
- Must have experience multi-tasking and in a rapid-paced, deadline-oriented environment
- Ability to keep calendars, make appointments, attend meetings as directed
- Self-directed and goal-oriented
- Strong organizational and prioritization skills
- Professional presentation and demeanor
- Exceptional attention to detail
- Ability to work effectively as a team member and individual contributor.
- Experience in data management, web-based applications, and reporting using various software programs a plus.
- Knowledge and experience with information technology systems
- Ability to learn and maintain financial recordkeeping software
- Bachelor's degree in the discipline of organizational management, business administration, communications, agriculture, agribusiness, food, and (or) natural resources is highly desirable, not required.
- An understanding of agriculture and NFU is a plus.
- Advanced knowledge in Outlook and MS office.

### **PHYSICAL DEMANDS AND WORK ENVIRONMENT**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the functions.

- Attendance at occasional meetings outside of the office and in the greater DC area.
- Occasional travel.
- Occasional work outside standard business hours.
- Other duties as assigned.
- Physical ability to work on a computer at a desk for long periods.
- Physical ability to occasionally lift up to 25 pounds.

### **COMPENSATION & BENEFITS**

The salary range for the position is \$60,000 to \$75,000 and depends on qualifications and experience. NFU's benefit package includes paid health, dental and vision insurances, paid vacation and holidays, and a generous 401k retirement plan. NFU observes all federal holidays and currently provides employees the ability to work a hybrid, in-office/remote schedule.

## **APPLICATION INSTRUCTIONS**

Interested applicants should please email a cover letter, resume, and a previous writing sample to [employment@nfudc.org](mailto:employment@nfudc.org) with the subject line “Executive Assistant and Board Liaison” by August 16, 2024.

## **NOTE**

This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments. All duties and responsibilities are essential functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbents will possess the skills, aptitudes, and abilities to perform each duty proficiently. The requirements listed in this document are the minimum levels of knowledge, skills, or abilities. This document does not create an employment contract, implied or otherwise, other than an “at-will” relationship.

The company is an Equal Opportunity Employer, drug-free workplace, and complies with ADA regulations as applicable.