



## Position Description

**Position Title: Executive Assistant / Events Planner Date: April 2023**

The American Indian Higher Education Consortium (AIHEC) is the collective spirit and unifying voice of our nation's tribal colleges and universities (TCUs). AIHEC provides leadership and influences public policy on American Indian and Alaska Native higher education issues through advocacy, research, and programmatic initiatives; promotes and strengthens Indigenous languages, cultures, communities, lands, and tribal nations; and through its unique position, serves member institutions and emerging TCUs.

### Summary

The Executive Assistant/Events Planner position provides key administrative and programmatic support to the President & CEO and Board of Directors. This position also conducts detailed meeting planning and negotiation of contracts and venues, for a variety of meetings throughout the year and plays a vital role in implementing components of the organization's strategic plan.

### Essential Functions:

- Provide CEO telephone coverage, process daily mail, respond to general inquiries
- Prepare, proofread, suggest edits, and distribute all electronic and/or printed organizational documents, to include quarterly Board of Director's reports, Board Books, electronic communications to Board members, and other documents and materials, as requested or deemed necessary
- Schedule appointments for the President & CEO, to include preparation and assembly of presentations materials and handouts for President & CEO's advance review; organize action items and inquiry follow up, as necessary and requested by the President & CEO
- Proofread for spelling, grammar, formatting and suggest edits for both external and internal documents not originating from the office of the President & CEO, as appropriate
- Fully maintain President's calendar to reflect current travel, meeting, and event details
- Fully maintain a central office calendar, to include current events and meeting details, e.g., registration links, location, event name
- Work collaboratively, and at times, independently on ongoing, special, and non-recurring projects, as assigned by the President & CEO
- Become fully familiar with AIHEC's Strategic Plan in order to assist the President & CEO in tracking program goals, outcomes, and objectives
- Anticipate President & CEO's travel needs and book travel according to travel preferences
- Prepare, file, and submit expense reports for the President & CEO, in accordance with AIHEC's travel and reimbursement policy
- Lead AIHEC staff meetings, to include agenda prep, roll call, scheduling program staff presentations, taking minutes, generate action items and follow up, and provide meeting summary to AIHEC Staff
- Arrange all logistics (to include: selecting venue, developing agendas and activities, negotiating favorable contracts, meeting room setups, audiovisual, catering, ground transportation, recreational activities, and special events, etc.) for all internal and external meetings, conferences, convenings, and special events, to include, but not limited to, TCU President's meeting, Executive Committee meetings, and quarterly Board of Director's meeting, and serve as onsite contract for venue management and staff
- Work with AIHEC's Manager Finance & Accounting, to prepare annual meetings and events' budget for upcoming year's quarterly Board of Director's Meetings and annual Legislative Summit meeting
- Record, proofread, and compile minutes and notes of AIHEC board meetings, monthly executive committee meetings, and other meetings as needed, and track follow-up/action items generated, and provide a monthly report to the President noting outstanding and resolved items.
- Assemble and maintain updated member contact information and biographical information in a variety of formats and electronic/print databases
- Edit and add content to AIHEC's Website in a timely manner, as requested by AIHEC staff
- Serve as back-up for AIHEC's Constant Contact Weekly Update

### Required Education, Experience and Attributes (minimum requirements):

- Incumbent must be a positive and energetic team member who works effectively in a support role and is ready to assume expanding duties in a small, deadline driven environment
- Associate degree or equivalent
- 3-5 years related executive level experience, preferable in a non-profit environment
- Proficiency in Microsoft Office products (Word, Excel, PowerPoint, Outlook)
- Demonstrated proficiency in, and aptitude for, meeting and event planning
- Strong oral and written communication skills essential
- Ability to be proactive and anticipate the needs of the President & CEO and the organization
- Capacity to multitask with keen attention to detail and clear ability to prioritize and manage multiple tasks and projects
- Knowledge of higher education and/or tribal sovereignty issues desirable

This position reports to the President & CEO

This position requires some travel.

This position will be housed in the AIHEC Central Office in Alexandria, VA and will be required to work in the office 3-5 days per week.

Vaccination: Pursuant to the AIHEC's COVID-19 mitigation protocols, individuals must be fully vaccinated upon commencing employment, subject to legally required exemptions (e.g., medical condition or sincerely held religious belief). Must be willing to submit to a background check. Application Information: Please send a current CV, cover letter describing your interest in and qualifications for this position and salary history to jobs1@aihec.org with the subject line Attn: Executive Assistant/Events Planner