ALI
POSITION DESCRIPTION

TITLE: Executive Assistant

DEPARTMENT: Executive Office
REPORTS TO: Deputy Director and Associate Deputy Director
FLSA STATUS: Exempt

SUMMARY: Provides high-level administrative support for the ALI Executive Office for the Deputy Director and Associate Deputy Director. Staff point person who works closely with the officers, Council, Executive Committee, and other committees on scheduling, communications, meeting materials, and other information. Works closely with other departments to support requests from the Executive Office.

ESSENTIAL DUTIES include the following:

Schedules teleconferences and virtual and in-person meetings by surveying officers’ and other participants’ availability, collecting and tracking responses, and determining the best date and time. Prepares and sends meeting notices via email.

Assists Deputy Director and Associate Deputy Director with preparing meeting agendas and other meeting materials. Collects and organizes meeting materials. Prepares messages and sends meeting materials via email. Maintains and updates contact lists in Outlook for the Council and committees.

Prepares e-vote ballots and related messages for the Council and committees, and sends via email.

Communicates and maintains relationships with the assistants to the President and the Director (both at outside organizations) for scheduling and other administrative matters.

Works closely with Associate Deputy Director and Deputy Director to set the dates and locations of Council, committee, and project meetings. Communicates meeting details to, and reviews calendar of events with, the ALI Meetings Planners.

Serves as the staff point person for Council members seeking information about meetings, projects, and other ALI matters. Assists Council members and sends matters to other staff members for handling when applicable. Maintains a general awareness of ALI projects and events and the functions of other ALI departments, so as to assist Council members and others.

Updates information for project participants, committee members, and Council members in the iMIS database; generates merge letters and reports from the database.

Working with the Associate Deputy Director, updates tracking documents and the iMIS database with respect to Council, committee member, and officer terms and term limits.

Staffs Annual Meetings and Council meetings. Staffs or assists at other meetings as requested.

Works with Deputy Director to schedule Reporter honoraria. Requests payments from accounting; tracks requests and payments on a spreadsheet. Assists Reporters with research assistant budget planning; provides forms to research assistants, tracks research assistant paperwork, and invoice processing.
As requested by the Deputy Director, prepares preliminary costs for Reporter and research-assistant payments for the next annual budget based on the current budget.

Requests accounting codes for new projects and initiatives. Requests new iMIS project and committee codes from IT.

Keeps running list of new Reporters and Advisers to be approved and added to projects. Prepares and send letters and forms to new Reporters and Advisers; collects completed forms; enters or updates info in iMIS.

Manages electronic and paper filing and tracking in database for Executive Office documents.

Assists Deputy Director with travel and registration arrangements and compiles travel expenses.

Special projects and other duties as assigned.

QUALIFICATIONS AND REQUIREMENTS:
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability necessary to perform at a high level in the position.

EDUCATION and EXPERIENCE: 
At least five years’ prior executive assistant or similar experience required. Law firm or equivalent legal experience preferred. Two-year post-high school education required; four-year college degree preferred. Experience anticipating, recognizing, and resolving administrative issues and problems.

OTHER REQUIREMENTS: 
- Solid command of English grammar and spelling, including strong written and oral communication skills.
- Excellent attention to detail and accuracy. Ability to draft and carefully proofread correspondence and documents.
- Excellent interpersonal skills, including tact and diplomacy.
- Excellent organizational skills.
- Must be resourceful, with the ability to take initiative and work well with minimal supervision.
- Ability to work efficiently under time pressure.
- Ability to understand and carry out written and oral instructions, giving close attention to detail, accuracy, and timeliness.
- Ability to gather and summarize data.

MATHEMATICAL ABILITY: 
Ability to add, subtract, multiply, and divide with the use of a calculator or otherwise. Ability to set up basic financial reports using formulas in Excel.

TECHNICAL SKILLS: 
Must possess a high degree of proficiency with MS Office products (including Outlook, Word, and Excel) and Adobe Acrobat Pro. Experience with iMIS database a plus. General comfort with using information technology; ability to learn other software programs. Proficiency in conducting internet research and using Zoom.
DISCLAIMER: The information included in this position description is designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or to be interpreted as a comprehensive inventory of all duties, responsibilities, qualifications, and objectives required of the person holding this at-will position.

To apply for this position email dschnitzer@ali.org.