



ADMINISTRATIVE ASSISTANT, EXECUTIVE OFFICE

The Administrative Assistant, AA, EO will provide executive administrative level support to the Director of the Executive Office and assist with the day-to-day operations. The AA will also support the administrative efforts of NBCC's Center for Advocacy Training and Government Relations functions.

ESSENTIAL DUTIES & RESPONSIBILITIES

The Administrative Assistant will be responsible for the following tasks:

- Working closely with the Director of the Executive Office to organize, prioritize, streamline, and coordinate activities of the Office of the President.
- Coordinating travel arrangements according to the President's travel preferences
- Arranging hotel accommodation and car service
- Creating detailed travel binders
- Receiving and responding to incoming calls/inquiries
- Organizing and processing all incoming and outgoing mail and faxes
- Maintaining filing system
- Tracking and coding travel expenses, particular attention to American Express charges
- Processing invoices and check requests for the Office of the President
- Working closely with the Director of the Executive Office on logistical arrangements for Board meetings and other special events
- Updating official Board of Directors list, collecting, and uploading board meeting materials in advance of Board meetings
- Assisting with administrative coordination of President's briefing materials for Annual Advocate Leadership Summit

CENTER FOR ADVOCACY TRAINING

- Working on all aspects of administrative support of education and training programs
- Assisting with maintenance of databases, lists and filing systems
- Responding to requests for information
- Assisting with mailings, materials preparation for the Annual Advocate Leadership Summit and other courses as necessary
- Providing on-site assistance for Annual Advocate Leadership Summit
- Maintaining electronic and paper filing system for CAT
- Assisting in the preparation of evaluation reports
- Scheduling conference calls and meetings
- Review department invoices for accuracy, and prepare/submit check requests with accompanying invoice to accounting department for payment



GOVERNMENT RELATIONS

- Assisting with administrative and logistical support for Team Leader Training and Lobby Day activities
- Maintaining, updating and/or monitoring Field departmental databases (Congress Plus & Cloud-based donor system updates) essential to Department's outreach efforts
- Responding to requests for information
- Track and create list of congressional support of NBCC's Priorities
- Assisting with administrative coordination of all meetings/events (primary logistical contact), to include occasional on-site administrative support of evening and weekend activities
- Scheduling and setup of meetings, conference calls, travel, etc.
- Processing departmental Board invoices
- Maintaining electronic and paper filing systems for Government Relations
- Review department invoices for accuracy, and prepare/submit check requests with accompanying invoice to accounting department for payment
- Other duties as assigned

SUPERVISORY RESPONSIBILITIES

This job has no supervisory responsibilities.

QUALIFICATION AND REQUIREMENTS

The Administrative Assistant shall possess:

- Ability to interact at the highest level of professionalism with all staff, Board of Directors, NBCC Advocates and public
- Exemplify sensitivity to confidential information
- Ability to perform tasks with limited supervision and to juggle multiple priorities
- Proficiency in Microsoft Office Suite, and cloud-based databases
- Familiar with travel software
- Experience managing complex travel arrangements
- Experience working with meeting planners
- Experience anticipating and organizing the needs of an Executive Office
- Bachelor's degree preferred, but not required
- Minimum of three (3) years executive level administrative experience

HOW TO APPLY

Email cover letter with resume and salary requirements to jobs@stopbreastcancer.org with "AA, EO" in the subject line. No calls please. NBCC is an equal opportunity employer that welcomes applications from all.



DISCLAIMER

This is a full-time permanent in-person position. However, due to the COVID-19 pandemic, all NBCC staff are currently working remotely, and twice a month in the office for the foreseeable future. It is anticipated that staff will again be office based on a more frequent basis when it is safe to do so.

NATIONAL BREAST CANCER COALITION VACCINATION POLICY

Throughout the COVID-19 pandemic, the National Breast Cancer Coalition (“NBCC”) has prioritized employee safety and well-being as well as the safety of our family members and communities. **NBCC requires that all Employees be fully vaccinated and boosted against COVID-19.**