



## **Administrative Assistant, Executive Office**

### **POSITION SUMMARY**

The Administrative Assistant (AA) 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 accommodations and car service
- Creating detailed travel binders
- Receiving and responding to incoming calls/inquiries
- Organizing and processing all incoming and outgoing mail and faxes
- Tracking and coding travel expenses, particular attention to American Express charges
- Processing invoices and check requests for the Executive Office
- 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 Advocacy Leadership Summit
- Act as primary contact with Direct Travel
- Processing departmental Board invoices

### **CENTER FOR ADVOCACY TRAINING**

- Working on all aspects of administrative support of education and training programs
- 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
- Assisting in the preparation of evaluation reports
- Scheduling conference calls and meetings
- Review department invoices for accuracy, and prepare/submit check requests with accompanying invoices to the 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 a list of congressional support of NBCC's Priorities
- Assisting with administrative coordination of all meetings/events (primary logistical contact), including occasional on-site administrative support of evening and weekend activities
- Scheduling and setup of meetings, conference calls, travel, etc.
- Review department invoices for accuracy, and prepare/submit check requests with accompanying invoices to the accounting department for payment

**SALARY RANGE: \$40,000-\$42,000**

#### **SUPERVISORY RESPONSIBILITIES**

This job has no supervisory responsibilities.

#### **QUALIFICATIONS 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 the 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
- Bachelor's degree preferred, but not required
- This is a full-time permanent position. All NBCC staff are currently working in a hybrid environment with staff expected to be in the DC office two days per week.

#### **HOW TO APPLY**

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

#### **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.**