

**EXECUTIVE ASSISTANT** needed immediately for a non-profit, national membership association in Alexandria, VA. Please apply with a non-boilerplate cover letter, resume, and salary requirements to [twoods@sheriffs.org](mailto:twoods@sheriffs.org). **Applications that do not include a cover letter and salary requirements will, without exception, not be reviewed.**

## **SUMMARY**

Chartered in 1940, the National Sheriffs' Association (NSA) is a professional association dedicated to serving the Office of Sheriff and its affiliates through law enforcement advocacy, training, and informational resources. NSA represents thousands of sheriffs, deputies and other law enforcement, public safety professionals, and concerned citizens nationwide. **The Association is seeking to hire a full-time Executive Assistant to the Executive Director/CEO and the Deputy Executive Director/COO.** This position is located at NSA's headquarters in Alexandria, VA – *this is not a remote position.*

## **ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Maintains the Executive Director's appointment schedule by planning and scheduling meetings, conferences, teleconferences, and travel
- Reviews correspondence, arranges functions, and answers questions and meeting requests directed to the Executive Director
- Drafts correspondence, memos and/or reports for the Executive Director's review and signature
- Maintains all records, reports, and files for the Executive Director
- Handles incoming calls and visitors for the Executive Director and initiates external contacts and meetings
- Handles expense reporting, credit card reconciliation and other tasks as necessary
- Communicates on behalf of the Executive Director with staff members, management of partnering and client agencies, Board members, and others, including those of a confidential nature
- Maintains customer confidence and protects operations by keeping information confidential
- Serves as a back-up for several office operation/administrative tasks and provides limited support to senior staff other than the Executive and Deputy Executive Director
- Limited, intermittent travel is required

## **SKILLS AND ABILITIES**

- Excellent oral and written communication skills
- Exceptional organizational skills and ability to manage competing priorities under tight timelines
- Strong editing/proofreading skills
- Ability to maintain strict confidentiality with a strong sense of discretion and diplomacy
- Excellent computer skills with expert proficiency in Outlook & other Microsoft Office applications
- High degree of accuracy and attention to detail

## **EDUCATIONAL AND EXPERIENCE REQUIREMENTS**

**Bachelor's degree required**

Experience in using Microsoft Outlook to manage Executive Director's calendars and events