Position Description

Position: Administrative Assistant
FLSA Status: Nonexempt
Reports To: Executive Director
Review Date: November 2019

Mission:
The Governors Highway Safety Association (GHSA) provides leadership and advocacy for the States and Territories to improve traffic safety, influence national policy, enhance program management and promote best practices.

Position Summary:
The Administrative Assistant is responsible for providing a host of duties including administrative support for GHSA’s Executive Director and the Director of Policy and Government Relations as well as managing GHSA’s database entry and management. The position also provides administrative and logistical support for GHSA’s Annual Meeting and quarterly Executive Board of Directors meetings. The position handles a high volume of assignments with varying complexity and must balance competing priorities while working efficiently and effectively in a fast-paced professional environment. The Administrative Assistant collaborates with GHSA’s leadership team to ensure business success and execution of GHSA’s Mission and Vision.

Essential Functions and Responsibilities:
To perform this job successfully, each essential duty and responsibility must be performed satisfactorily. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions. Other duties may be assigned to meet business needs.

- Providing administrative support for the Executive Director and the Director of Policy and Government Relations. Responsibilities include, but are not limited to: (35%)
  - scheduling calls and calendar management
  - monitoring initiatives on a proactive and routine basis to ensure all deadlines are met
  - assisting with GHSA correspondence by interacting with all organizational levels, internal and external to GHSA, on behalf of the Executive Director and the Director of Policy and Government Relations
  - managing expense reports
  - coordinating meetings by preparing and distributing agendas and materials, taking and distributing meeting notes, and managing follow-up actions
- Maintaining all GHSA contact information for members, associate members, partners, government relations contacts, and other constituents in a variety of databases. (30%)
- Assisting with administrative support and logistical preparations for GHSA’s Annual Meeting, including registration and other related conference activity. (15%)
• Collaborating and assisting with ad-hoc projects and special assignments by establishing objectives, determining priorities, managing timelines, monitoring progress, and presenting deliverables (ex: GHSA’s Annual Awards Program in collaboration with the Communications Team). **(10%)**

• Assisting with logistical preparations for GHSA’s quarterly Executive Board meetings including managing contracts, creating and preparing reports and assembling materials. Also assist with other meetings as required. **(5%)**

• Answering GHSA’s general phone line and responding to Headquarters@ghsa.org general e-mail inquiries **(3%)**

• Other duties as assigned aligned within the objectives of GHSA. **(2%)**

**Knowledge, Skills and Abilities:**

• Strong Microsoft Office Suite skills, advanced user of Excel
• Strong affinity for technology and systems; ability to quickly learn new technologies and develop process and procedure
• Strong Familiarity with Associate Management Systems such as Naylor
• Excellent written and oral communication skills
• Exceptional interpersonal skills, a focused listener
• Exhibits a positive attitude and professional demeanor
• Exhibits a high degree of personal initiative
• Exceptional organizational skills and detail orientation
• Ability to follow schedules and meet deadlines
• Ability to prioritize and manage multiple initiatives simultaneously
• Ability to work in a collaborative environment and accomplish tasks with self-direction; provide exemplary customer service
• Ability to work creatively and with flexibility in a fast-paced environment while maintaining high work standards
• Ability to anticipate challenges and effectively resolve conflict by identifying opportunities
• Strong customer service orientation; ability to develop rapport and engender trust

**Requirements:**

**Experience**

• 2+ years of applicable professional experience, required
• Association/Nonprofit experience, desirable
• Experience with Association Management Systems desirable (e.g. Naylor)

**Education**

• High school diploma, required; Bachelor’s degree, highly desirable

**Work Environment:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Equal Opportunity Employer**
• Standard office environment

**Travel:**

• Minimal, < 5%

This job description does not imply that the stated requirements are the only expectations for the position. Incumbents are expected to perform any other duties that may be assigned. GHSA has the right to revise this job description at any time. GHSA is an “at will” employer and as such, neither this job description nor your signature constitutes any form of contractual agreement between you and GHSA.

Please sign below to acknowledge receipt of position description and responsibility for reviewing this document.

Employee’s Signature: ____________________________ Date: ____________________________

Manager’s Signature: ____________________________ Date: ____________________________