



THE AMERICAN
OCCUPATIONAL THERAPY
FOUNDATION

Job Announcement

Position Title: Executive Assistant

Supervisor: Chief Executive Officer

Organization Description: Founded in 1965, The American Occupational Therapy Foundation seeks to advance the science of occupational therapy to support people's full participation in meaningful life activities.

Employment Type: Full-time

Benefits Include: Medical and dental insurance, HSA, 401K, transportation / parking subsidy, vacation and sick leave and 11 paid holidays per year.

General Description of Duties:

Provides administrative support to the Chief Executive Officer. Provides administrative and logistical support to the Board of Trustees. Coordinates all meetings of the AOTF staff, AOTF Board of Trustees, and other meetings/conferences as directed. Designs systems and office procedures to facilitate efficiency and productivity. Supports the administration of the AOTF scholarship program. Administers the AOTF Awards and Recognition Program. Serves as the liaison between the Chief Executive Officer and internal and external contacts.

Examples of Duties:

1. Provides administrative support to the Chief Executive Officer including technical preparation of correspondence and reports. Maintains CEO's calendar and manages schedule, including scheduling appointments / meetings. Schedules meetings as directed.
2. Creates, maintains, and updates administrative databases. Maintains correspondence files.
3. Serves as secretary to the AOTF Board of Trustees. Prepares meeting materials and minutes, coordinates meetings, and manages on-site logistics. Is the liaison between the Chief Executive Officer and internal and external contacts.
4. Greets visitors.
5. Develops, organizes, and implements office procedures, including inventories. Maintains current documentation of office procedures.
6. Establishes systems for filing and retrieving the records and communications materials for maximum efficiency. Troubleshoots and assists office personnel in using relevant databases.
7. Serves as a facilities coordinator, and coordinates requests with AOTA facilities management personnel. Troubleshoots and solves office equipment problems, schedules maintenance and orders office supplies.
8. Works with Communications Associate on updates to web-pages as needed.
9. Troubleshoots, coordinates with staff and consultants to resolve IT related issues.

10. Provides administrative support of the annual AOTF Scholarship Program including, communication with students, preparation of all correspondence to students. Utilizes and maintains the scholarship database and web site.
11. Provides administrative support in the planning, execution, and onsite coordination of AOTF events at the AOTA Annual Conference
12. Provides administrative support for the AOTF Awards Program and liaises with Awards and Recognition Committee.
13. Provides administrative support & backup up to senior and other staff as needed.
14. Performs other duties as assigned.

Education/Experience Required:

- Bachelor's Degree or equivalent business experience.
- At least five years of office experience.
- Demonstrated proficiency with word processing in a Windows environment.

Qualifications required:

- Sound judgment and confidentiality.
- Ability to work cooperatively as well as independently.
- Flexibility and a tolerance for ambiguity.
- Ability to write and/or technically edit reports.
- Ability to prioritize workload and meet deadlines.
- Excellent communication skills, both written and verbal.
- Superior customer service skills.
- Maintain professional demeanor.
- Excellent organizational skills.
- Strong proof-reading skills and attention to detail.
- Proficient with Microsoft Office Suite software, including Outlook, Excel, Word, Publisher, PowerPoint, and desktop database programs.

Travel:

Some travel will be required.

Physical Demands of Job:

Ability to function in a small, contemporary office environment and use standard office equipment, including but not limited to computers, fax, copier, scanners, smartphones, etc.

Application Instructions:

If you are interested and qualified, please send a cover letter with resume, salary requirements, and contact information for three (3) persons with current knowledge of your character and qualifications to AOTF at HRDept@aotf.org. No phone calls, please.

Review of applications will begin immediately and continue until the position is filled. Applicants to be given further consideration will be contacted.

*AOTF is an 'at will' employer committed to non-profit best practices.
We enthusiastically conduct our hiring in accordance with equal opportunity guidelines.*