



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, Non-exempt, in-person position. This is NOT a virtual position.

Benefits Include: Medical, vision, and dental insurance, HSA, 401K, transportation / parking subsidy, vacation and sick leave and 12 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, Planning Grant Collective, Engage Summit, and other meetings/conferences as directed. Designs systems and office procedures to facilitate efficiency and productivity. In collaboration with the CEO, 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. Serves as the liaison between the Chief Executive Officer and internal and external contacts.
4. Serves as a backup to the Operations Coordinator in developing, organizing, and implementing office procedures, including inventories. Maintains current documentation of office procedures. General office management. Monitors shared email boxes, distributes incoming / outgoing email and mail.
5. Establishes systems for filing and retrieving the records and communications materials for maximum efficiency. Troubleshoots and assists office personnel in using relevant databases.
6. Serves as a facilities coordinator, and coordinates requests with building facilities management personnel. Troubleshoots and solves office equipment problems, schedules maintenance and orders office supplies.
7. Works with Communications & Marketing on updates to web-pages as needed.
8. Troubleshoots, coordinates with staff and consultants to resolve IT related issues.
9. Provides administrative support in the planning, execution, and onsite coordination of AOTF events at the AOTA Annual Conference
10. Provides administrative support for the AOTF Awards Program and liaises with Awards and Recognition Committee.
11. Performs other duties as assigned, aligned with AOTF's strategic objectives.

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, Sharepoint 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.
- Maintains professional demeanor and has superior customer service skills.
- Excellent organizational skills and proof-reading skills.
- Must be detailed oriented, able to coordinate multiple projects simultaneously, and able to collaborate effectively with various internal and external constituents.
- Prior Experience with hosting webinars, meeting scheduling, and program coordination.
- Proficient with Zoom and/or other online meeting / webinar software.
- Proficient with Microsoft Office Suite software, including Outlook, Teams, Sharepoint, One Drive, Excel, Word, Publisher, PowerPoint, and desktop database programs.

Travel:

Limited 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, copier, scanners, smartphones, etc.

Working Conditions:

This position is a full-time, non-exempt position. Position will be in-person and based at the AOTF headquarters in Rockville, MD. Option to work remotely one day per week may be considered after an introductory period. May be required to work some evenings and/or weekends. The salary is \$65 - 70K annually depending on qualifications.

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. Only applicants who have submitted requested information and those to be given further consideration will be contacted.

AOTF is committed to equal employment opportunity and does not discriminate on the basis of age, disability status, race, gender, nationality, ethnicity, sexual orientation, or religion in its hiring practices. Individuals with disabilities, veterans, LGBTQ+, women and minorities are encouraged to apply. AOTF complies fully with the employment laws of the State of Maryland and subscribes to best practices as an at-will, non-profit employer.