



JOB DESCRIPTION

Job Title: Executive Assistant

Department: Administration

FLSA Status: Exempt

Union Status: None

JOB SUMMARY: The Executive Assistant will provide high-level administrative support to assist the Executive Director in conducting the business of the office. This may be completed by conducting research, preparing statistical reports, handling information requests, and performing clerical functions such as preparing correspondence, receiving visitors, arranging conference calls, and scheduling meetings on behalf of the Executive Director. Also coordinate activities of the OCW Boards of Directors, Executive Leadership, staff, and contract personnel to make arrangements for group meetings, events, or conventions. The Executive Assistant will direct and manage the OCW Leadership Academy the OCW Collegiate Policy Academy and OCW Scholarship Program.

ORGANIZATIONAL AND REPORTING RELATIONSHIPS: The Executive Assistant will report directly to the Executive Director, and will have a working relationship with the Department Directors, and Association employees.

ESSENTIAL JOB FUNCTIONS: Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions:

- Manage schedule and correspondence of the Executive Director and Boards of Directors.
- Support the Boards of Directors in execution of their fiduciary responsibilities, including corporate governance reviews, meeting reporting, and other regulatory requirements.
- Prepare board meeting materials such as agendas, reports, funding proposals and provide correspondence with the Boards as well as manage Board action items.
- Prepare reports, presentations, memos, letters, and other documents, using word processing, spreadsheet, database, or presentation software.
- Attend all board meetings of OCWGA, OCMP, and OSGMP and act as Recording Secretary.
- Coordinate travel, meeting registration and housing arrangements for off-site meetings such as Commodity Classic and multiple national organizational meetings.
- Maintain OCW calendar for a wide range of activities of the three boards of directors.
- Coordinate board orientation and prepare materials and presentations.
- Responsible for updating all correspondence lists of board members, past board members, committee, etc.
- Coordinate work flow of funding proposals among contractors, boards and staff using proprietary software.
- Event Planning
 - Confer with staff at a chosen event site to coordinate details and inspect event facilities to ensure that they conform to OCW requirements.
 - Coordinate services for events, such as accommodation and transportation for participants, facilities, catering, signage, displays, special needs requirements and printing.
 - Consult with OCW staff, boards and contractors to determine objectives and requirements for events such as meetings, conferences, and conventions. Act as lead



JOB DESCRIPTION

staff for OCW activities at the Ohio State Fair, Ohio Farm Science Review, Ohio Grain Farmers Symposium and OCW Board Retreat

OTHER DUTIES: Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the team member for this job. Duties, responsibilities and activities may change at any time with or without notice.

JOB REQUIREMENTS:

- College degree or equivalent
- Minimum of 5 years of administrative support experience.
- Experience interfacing with Executive Management and Board of Directors
- Travel is required including nights and weekends.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

- Above average organizational skills, attention to detail, ability to prioritize and multi-task.
- Customer and Personal Service – Knowledge of principles and processes for providing customer and personal services. This includes board and member needs assessment, meeting quality standards for services, and evaluation of board and member satisfaction.
- Clerical – Knowledge of administrative and clerical procedures and systems such as word processing, managing files and records, designing forms, and other office procedures.
- Administration and Management – Knowledge of association management principles involved in strategic planning, resource allocation, leadership technique, and coordination of people and resources.
- Must take initiative, analyze many factors and use independent judgment to make informed decisions with frequent access to confidential and sensitive information.

INTELLECTUAL/MENTAL REQUIREMENTS: The occupant of this position must be able to perform the responsibilities of the position under pressure. The position requires adaptability to performing a variety of duties, often changing from one task to another without loss of efficiency or composure. This position requires the ability to manage multiple projects simultaneously, and may be interrupted frequently to meet the needs and requests of others. It also requires adaptability to fluctuate between priorities daily while being responsive to needs as they arise. Handle confidential matters with discretion.

ACKNOWLEDGMENT: Employee signature below constitutes employee's understanding of the essential duties, responsibilities and requirements of the job.

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____