

Ohio Farm Bureau Federation

Job Description

_____ Exempt

 X Non-Exempt

Date January 2019

Job Title:	Executive Assistant
Person in Position:	
Reports To:	Vice President, Strategic Partnerships
Department:	Strategic Partners
Location:	State Office
Company Car:	No
Pay Band:	3

POSITION SUMMARY: Provide efficient executive administrative support to the Vice President of Strategic Partnerships and department.

Primary Duties:

1. Provide support to the vice president of strategic partnerships and general support to the department.
2. Assist vice president to identify opportunities for new alliances and strengthening existing collaborations.
3. Maintain key contacts across the food, agriculture, business, education, political landscape and more.
4. Make arrangements for meetings, keep accurate records and coordinate department activities, reports, files and schedules.
5. Coordinate board reports, attend committee meetings, take minutes and prepare reports.
6. Anticipate deadlines and projects that require staff planning and preparation.
7. Assist in travel arrangements for department, including meeting registration, air and hotel.
8. Maintain various spreadsheets/databases to assist vice president and department including expense/income record keeping and others.
9. Possess excellent computer skills/aptitude for word processing (Word), database (Access, iMIS), spreadsheet (Excel) and presentation (PowerPoint).
10. Assist in special event coordination.

Additional Duties:

- Other assignments as assigned by the vice president of strategic partnerships.

MINIMUM EDUCATIONAL EXPERIENCE QUALIFICATIONS

- High School graduate or GED with experience working in an office environment.

MINIMUM SKILL QUALIFICATIONS

- Microsoft Office experience.
- Effective communications skills both oral and written.
- Self starter – dependable, punctual, team player.
- Able to juggle multiple priorities.
- Organizational skills.
- Three (3) years as an executive assistant

PREFERRED QUALIFICATIONS

- Working knowledge of Internet search functions and website maintenance.
- Ability to produce PowerPoint and other graphic-based presentations and reports.
- 2-year administrative program degree
- Understanding of agricultural industry

Employee Signature

Date

The employee's signature indicates that the description has been reviewed with the employee and that employee is aware of duties for which employee is responsible. Management has the right to change or add duties at any time.

01/19
AS/sg