



POSITION DESCRIPTION

Position: Executive Assistant
Reports to: Vice President of Advocacy
Department: Government Relations
FLSA: Exempt
Status: Full-Time
Location: Washington, D.C.

OVERVIEW

The Executive Assistant is responsible for supporting the National Farmers Union (NFU) office through administrative functions, with a strong emphasis on fostering greater NFU member engagement in Federal policy. This individual is also responsible for managing and overseeing the NFU internship program.

PRINCIPAL ACCOUNTABILITIES

- Manage daily administrative functions at the NFU office, including greeting guests, receiving and delivering mail, and responding to telephone calls
- Manage the NFU front desk, public common areas, meeting spaces, and maintain the professional appearance of the office.
- Manage office supplies stock and purchase as necessary.
- Coordinate lobbying disclosure, government relations, foundation, and PAC reports.
- Assist with the management of organizational invoice management and expense tracking.
- Support the work of NFU member-led committees, advisory panels, and staff groups.
- Assist with scheduling for Congressional office meetings during in-person and online advocacy events.
- Coordinate logistics for conferences, conventions, and other events, including annual NFU Fly-in
- Assist in efforts to drive NFU member advocacy and engagement on policy priorities.
- Aid in the drafting of policy documents for internal and/or external distribution.
- Oversee the NFU internship program, including interviewing applicants, coordinating candidate selection panels and supervising on-site.

The duties listed are not all-inclusive; duties assigned to any individual employee are at the discretion of management.

SKILLS, KNOWLEDGE, AND ABILITIES REQUIRED

- Excellent organizational, interpersonal, and writing skills.
- Outstanding attention to detail and ability to improve internal processes.
- Effective time management skills for handling projects and assignments with competing priorities, deadlines, and demands.
- Strong judgement and decision-making skills.
- Professional demeanor to positively represent the organization to visitors and callers to the NFU office.
- Proficiency in Microsoft Office 365.
- Previous event organizing experience a plus.

PREFERRED EXPERIENCE/QUALIFICATIONS

The position requires a bachelor's degree and/or relevant work experience in office administrative work settings. Experience in online advocacy platforms is strongly preferred; knowledge of agricultural policy and practices is preferred.

WORKING CONDITIONS AND/OR PHYSICAL REQUIREMENTS

This position routinely uses standard office equipment such as computers, laptops, and smartphones. The physical demands described below are representative of those that must be met by an employee to successfully perform the essential functions of the job:

- Prolonged periods of time using a computer and answering phone calls.
- Ability to maintain concentration and work performance with frequent disruptions.
- Ability to lift up to 30 pounds of office supplies or materials.
- Ability to travel at various times throughout the year.
- While performing this job the employee is occasionally required to stand, walk, sit, use hands and fingers, handle or feel objects, tools, or controls; reach with hands and arms; stoop, kneel, crouch, talk or hear.
- Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

The above is intended to describe the general content of and requirements for the performance of this job. It is not to be construed as an exhaustive statement of all duties, responsibilities, or physical requirements. Nothing in this job description restricts management's rights to assign or reassign duties and responsibilities to this job at any time. A reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

COMPENSATION

Salary is negotiable and commensurate to education and experience. Benefit package includes paid health, dental and vision insurances, paid vacation and holidays, and a generous 401k retirement plan.

APPLICATION INSTRUCTIONS

Applications must include a cover letter, and resume and be emailed to employment@nfudc.org by August 20, 2021, with "Executive Assistant" in the subject line. Please include any strict salary or relocation timeline requirements.

CLOSING DATE

August 20, 2021

Note: Due to COVID-19 safety precautions, this position may start in an online/in-office hybrid setting but is expected to become fully in-office by September 1, 2021.