

## **NAAEE: POSITION DESCRIPTION**

Position Title: Operations and Program Associate

Reports To: Executive Director

Location: Washington, DC Office

Date: November 2015

FLSA: Exempt

### **I. Major Functions:**

The Operations and Program Associate is responsible for overseeing grant and office management, as well as providing programmatic and administrative support to the Executive Director and NAAEE staff. The Operations and Program Associate will also develop and oversee the NAAEE intern program as well as supervise the DC-based program and administrative staff.

This position reports to the Executive Director, and works to assist and support the Executive Director to ensure an efficient and smooth functioning office.

### **II. Major Responsibilities**

Provides administrative and programmatic support to the Executive Director.

1. Serves as Assistant to the Executive Director (ED). Handles internal and external requests when the ED is not available; organizes and maintains calendar of the ED; prepares meeting materials; makes travel arrangements for the ED and other staff; maintains ED's files and assists with overall organization of the office; fills in for the ED at meetings and other activities, as needed.
2. Hires and manages temps and volunteers, when needed. Oversees the work of interns and DC-based program staff as needed, and oversees hiring and enrollment of new staff.
3. Completes other assigned office management tasks and carries out duties relying on own initiative and independent action to assist the ED and other staff with scheduling and completing work assignments.
4. Serves as liaison to contracted accountant, and prepares organization for annual audit.
5. Manages in collaboration with other staff members all grant and contract files, including writing, collecting, and/or submitting reports, and alerts staff of approaching deadlines. Assists with writing proposals and seeking out new funding opportunities. Writes contracts for approval by ED, and follows up on timelines and deliverables.

6. Assists with planning events, including the Annual Conference, Funders Forums, and other workshops and events as they occur.
7. Supports NAAEE's communication and social media strategy as needed.
8. Supports NAAEE's new website development, as needed.
9. Performs general research and other duties as needed.

**III. Supervisory Responsibility:**

Supervises Office Assistant, Communication Specialist, office consultants, interns, and volunteers, as needed.

**IV. Working Relationships:**

1. Internal: Daily contact with NAAEE staff, members, and supporters. Coordinates with Board Members as required. Communicates with others to compile and disseminate information as requested.
2. External: Daily contact with external partners and colleagues related to all aspects of the position.

**V. Minimum Skills and Experience Required:**

1. Education: Bachelor's degree or equivalent work experience is required.
2. Experience: Must have at least 4 years of administrative management and/or program management experience
3. Skills and Abilities: Excellent organization skills; experience managing employees; proficient communication skills, both verbal and written; ability to problem-solve and maintain multiple projects for multiple people at once; basic understanding of standard computer programs (Microsoft Suite, Adobe, Internet browsers, etc.); experience with Quickbooks and Drupal web design preferred.

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Signature of Executive Director

Date

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Signature of Operations and Program Associate

Date