

Job Description

IOGA Executive Assistant

- Job Title:** Executive Assistant
- Reports to:** Executive Director
- Compensation:** \$28,000-\$32,000 annual salary
- Classification:** Full-time, Exempt
- Location:** Boise, Idaho area during Legislative Session and surrounding IOGA Events mandatorily, with potential to ultimately work remote for *other* portions of the year based on performance review and Employer confidence.
- To apply: To apply please send a resume and cover letter to IOGA Board Member Doug Rigby at riganaga@gmail.com . Resumes will be received until 12.1.20

The Idaho Outfitters and Guides Association is a statewide, nonprofit business trade organization representing licensed outfitters and guides throughout Idaho. Established in 1954 in Salmon, Idaho, IOGA is now in its 66th Year of advocating for and defending the things most central to our industry needs and outdoor, recreational values: clean, free-flowing streams; quality fish and wildlife habitat and populations; reasonable rules and regulations; appropriate access, and; generally the conservation and enhancement of quality outdoor recreation experiences on Idaho's lands and waters.

IOGA is hiring for this position amidst a period of organizational change and growth, with a reinvigorated membership base, a redoubled legislative presence at the Capitol, and a fundamental shift in the “way we do work,” as we transition to a partially remote framework for employees and increasingly replace traditional methods of business with new technology and streamlined systems of operation and management. Given the potentially partly remote nature of the position, strong initiative and self-motivation are paramount. The ideal candidate will additionally require someone who is adaptable and driven, with a wide range of skills, a desire to help drive the organization forward, and the capacity to effectively prioritize and deliver on a diverse set of tasks and objectives—with demonstrable productivity and substantive results being an expectation.

Prior managerial or supervisory experience and/or a bachelor's degree in communications, marketing, nonprofit administration or another relevant field are accorded special consideration for this position.

DESCRIPTION AND QUALIFICATIONS:

The Executive Administrative Assistant (“EA”) provides *strategic, administrative and logistical* support to the Executive Director, in addition to *secretarial/clerical functions* as needed for the *day-to-day, ongoing operations* of the Association.

The EA is *responsible for executing on strategic objectives* as identified by the Executive Director and Board, including but not limited to: marketing, fundraising and sponsor program(s) implementation and events; membership outreach/communication, development and recruitment.

The EA should have excellent communication and interpersonal skills, with the ability to communicate clearly and effectively—through various means, media and platforms—with all levels within the organization.

The EA position requires strong business writing skills, and the individual in this role must be capable of expeditiously producing various types of reports and providing clear and concise presentations—and may be required to travel to make presentations to prospective members or sponsors, or to promulgate the organization’s message or execute on its agenda.

The EA must be technologically adept, and proficient with relevant software and systems, including but not limited to office/productivity applications (a baseline being applications such as Word/pages, Excel/Numbers, PowerPoint/Keynote, etc.), email/phone/communications systems, cloud based collaborative suites and project management software, social media platforms, and ideally creative and design software.

They must keep track of multiple prospects and ongoing projects and work within established budgets to assist the ED to meet fundraising/revenue and member development goals as well as legislative/lobbying objectives. Any candidate for this position must be proactive, demonstrate initiative, identify opportunities and anticipate needs of the organization and the Executive Director.

The EA is expected to provide essential administrative/clerical/secretarial functions, including but not limited to: booking-keeping, grant tracking and execution, chapter and committee coordination and support, meeting/event planning and execution, processing member renewals and updating information/databases, daily phone and email duties, scheduling

Finally, the EA is expected to consistently demonstrate their passion and commitment for the organization's work.

Prior managerial or supervisory experience and/or a bachelor's degree in communications, marketing, nonprofit administration or another relevant field are accorded special consideration for this position.

PERSONAL CHARACTERISTICS:

- An effective *self-starter* with creative problem-solving skills who can perform a variety of work with minimal direction, in an expeditious manner.
- Exceptional interpersonal skills.
- The ability to multi-task and to react productively to change.
- A demonstrated commitment to high professional ethical standards in the workplace.
- Maintain a sense of humor during stressful situations

OTHER COMPETENCIES:

- Professionalism
 - Approaches others in a tactful manner; Reacts well under pressure; Treats others with respect and consideration
 - Accepts responsibility for own actions;
 - Follows through on commitments.
- Planning/Organizing/Time-Management
 - Prioritizes and plans work activities; Uses time efficiently; Plans for additional resources; Sets goals and objectives; Organizes or schedules other people and their tasks; Develops realistic action plans.
- Quality
 - Demonstrates accuracy and thoroughness; Looks for ways to improve and promote quality; Applies feedback to improve performance; Monitors own work to ensure quality.
- Analytical
 - Synthesizes complex or diverse information; Collects and researches data
- Written Communication
 - Writes clearly and informatively; Edits work for spelling and grammar; Varies writing style to meet needs; Presents numerical data effectively.
- Adaptability
 - Adapts to changes in the work environment; Manages competing demands; Changes approach or method to best fit the situation.
- Cultural Sensitivity
 - Respects cultural environment in which person is working and does not act in a manner that is offensive or insensitive to others.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is regularly required to talk or hear.
- While performing the duties of this job, the employee is frequently required to sit; use hands to handle or feel and reach with hands and arms.
- While performing the duties of this job, the employee is occasionally required to stand; walk; climb or balance and stoop, kneel, crouch, or crawl.
- The employee must occasionally lift and/or move up to 40-50 pounds.