Executive Assistant

**Job Details:**  
**Department Finance & Operations:** Administration

**OBJECTIVE:** Provide daily support to organization leadership, enabling leading executives to advance organizational goals and initiatives.

**Essential Functions:**

- Presentation preparation for Board of Directors, Board of Trustees, and other ASF stakeholders.
- Scheduling, planning and execution of in-person and virtual board, staff, and other ASF stakeholder meetings.
- Prepare for, record, transcribe notes and/or voice recordings and distribute the minutes of management or committee meetings.
- Manage annual board documentation (i.e. conflicts of interest and code of ethics).
- Schedule monthly meetings including Executive Committee and ASF Staff.
- Enter, maintain, and mine data from donor database and other data repositories.
- Track key stakeholder engagement including, but not limited to astronaut and astronaut scholar requests, appearances, and related logistics and expenses.
- Provide needed administrative support that may include assisting in contract proposals, fund-raising events, data compilation, budget preparation, meeting preparation, etc.
- Support ASF staff with expense reports.
- File and maintain key documents in shared filing system.
- Conduct research, collect and analyze data to prepare reports and documents.
- Manage and maintain executives’ schedules, appointments and travel arrangements.
- Monitor, screen, respond to and distribute incoming communications.
- Provide general office management and support: phone reception, shipping and receiving, online store order fulfillment, office supply management, check mail, bank deposits, etc.
- Liaise with internal staff at all levels.
- Interact with external clients.
- Co-ordinate project-based work.
- May assist with other tasks as assigned.
- Serve as an essential team member, supporting signature events throughout the year.

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Astronaut Scholarship Foundation (ASF) is an Equal Opportunity Employer. ASF does not discriminate on the basis of race, religion, color, sex, gender identity, sexual orientation, age, non-disqualifying physical or mental disability, national origin, veteran status or any other basis covered by appropriate law. All employment is decided on the basis of qualifications, merit, and business need.
This list of essential functions is not intended to be exhaustive. The Astronaut Scholarship Foundation reserves the right to revise this job description as needed to comply with actual job requirements.

**Job Qualifications:**

**REQUIRED:**
- Bachelors degree preferred
- Minimum of three years of experience providing administrative support
- Proficient computer skills, with strong PowerPoint familiarity, and in-depth knowledge of software such as Microsoft Office Suite
- Knowledge of standard office administrative practices and procedures
- Ability to pass NASA federal background security clearance
- Ability and willingness to work occasional weekends throughout the year

**Key Competencies:**
- Ability to handle confidential information and sensitive data appropriately
- Strong Organizational and planning skills
- Effective verbal and written communications skills
- Effective time management
- Attention to details and accuracy
- Ability to learn computer programs sufficient to perform all essential functions
- Ability in information gathering and monitoring skills
- Problem analysis and problem-solving skills
- Commitment to provide positive customer service internally and externally
- Ability to work independently, set priorities, show initiative
- Ability to work on multiple projects for different colleagues
- Ability to adjust from independent tasks to being a team player

**PHYSICAL REQUIREMENTS:**

**NEEDED:** repetitive motions, sitting

**PREFERRED:** bending/stooping, climbing stairs or ladders, driving, kneeling/squatting, lifting (up to 20 pounds), pushing/pulling, reaching overhead, standing, walking
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Effective Date: Page 3 Revision Date: 11/18/2019