



## **Administrative Assistant**

### Position Description

#### **Company Description**

The National Cherry Blossom Festival, Inc. is a 501(c)(3) not-for-profit organization dedicated to promoting the beauty of nature and international friendship through year-round programs, events, and educational initiatives that enhance our environment, showcase arts and culture, and build community spirit.

#### **Position Description**

This position provides administrative, scheduling and clerical support primarily to the President of the National Cherry Blossom Festival and its Board of Directors. The functions of this role serve to conserve the President's time and promote the National Cherry Blossom Festival's image by representing the President and the Festival internally and externally; providing liaison between the President, key executives, festival stakeholders and staff.

#### **Duties and Responsibilities**

- Represents the President by welcoming visitors, reviewing correspondence; arranging NCBF meetings and other NCBF functions; answering questions and meeting requests directed to the President.
- Drafts, maintains, updates and files all correspondence for the National Cherry Blossom Festival. This includes, but is not limited to, all NCBF informational filing, accounting and receipt record filing, and all general, sensitive and confidential correspondences.
- Helps create, maintain, and update database(s), spreadsheets for the NCBF including identifying and tracking current and potential sponsors and supporters, media, general etc.
- Attends, schedules, coordinates and sets up NCBF and Board of Director's meetings to include preparing agendas and other materials, compiling, transcribing and distributing minutes of meetings.
- Arranges NCBF President's and Staff's travel and meetings by developing itineraries and agendas; scheduling the airfare; booking other transportation; arranging lodging and meeting accommodations.
- Enhance President's and NCBF's reputation by accepting ownership for accomplishing new and different requests; exploring opportunities to add value to job accomplishments.
- Provides financial administrative support for the NCBF, as needed, including but not limited to reconciling monthly credit card statements, completing expense vouchers, tracking merchandise orders and general record keeping.
- Provides support for special events and projects, including but not limited to supporting and attending the NCBF signature events: Opening Ceremony, The National Cherry Blossom Parade, The Pink Tie Party, The Southwest Fireworks Festival, The Blossom Kite Festival.
- Maintains confidentiality in all aspects of staff and Festival information.
- Other duties as assigned.

## Scope

- Communicates with management staff, guests and clients using a high degree of tact, professionalism and discretion.
- Handles NCBF materials under direction of the President. Carries out directives and established policies, and completes assignments with moderate supervision.
- Organizes daily work within parameters set by the President.
- Does not obligate or expend funds except as directed by the President or with prior approval.

## Qualifications

- Minimum two years' experience in Non-Profit event planning or comparable office environment.
- Ability to communicate clearly and concisely in writing. Interpersonal skills including tact, patience and courtesy orally and in writing.
- Requires effective verbal communication skills, ability to create and maintain positive relationships with key festival partners and supporters.
- Demonstrated leadership in finding solutions to key stakeholder needs.
- Advanced proficiency in Microsoft Word, Excel, Outlook and Salesforce.
- Ability to operate standard office equipment, including but not limited to, computers, telephone systems, typewriters, calculators, copiers and facsimile machines.
- Knowledge of principles and practices of organization, planning, records management and general administration.
- Ability to develop ongoing rapport with clients and key stakeholder and obtain relevant information.
- Requires high level of accuracy, attention to detail, good analytical and problem solving skills and the ability to handle multiple tasks simultaneously.
- The ability to lift up to 40lbs.

## Education

- Minimum of high school diploma or equivalent required.
- Additional formal education, business, secretarial or computer training preferred.

## Application Instructions

Please send a cover letter and resume to JoAnn Nasser ([jnasser@ncbfdc.org](mailto:jnasser@ncbfdc.org)). Applicants will be notified via email if they have been selected for an interview.