



## Administrative Assistant to the President JOB DESCRIPTION

**National Cherry Blossom Festival, Inc.**, a 501(c)(3) not-for-profit organization based in Washington, DC, is currently seeking an **Administrative Assistant**

### **Company Description**

The National Cherry Blossom Festival produces and promotes the nation's greatest springtime celebration and is dedicated to promoting the beauty of nature and international friendship through year-round programs, events, and educational and entertainment initiatives that enhance our environment, showcase arts and culture, and build community spirit.

The Administrative Assistant is responsible for handling administrative duties, scheduling and clerical support primarily to the President of the National Cherry Blossom Festival and its Board of Directors and to conserve 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 employees.

### **Scope and Responsibilities**

The Administrative Assistant 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.

The Administrative Assistant will:

- Represent the President by welcoming visitors, reviewing correspondence; arranging NCBF meetings and other NCBF functions; answering questions and meeting requests directed to the President.
- Draft, maintain, update, and file 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.
- Arrange 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.
- Help create, maintain, and update data-base(s), spreadsheets for the NCBF including identifying and tracking current and potential sponsors and supporters, media, general, etc.
- Maintain confidentiality in all aspects of staff, Board of Directors and any proprietary information.
- Attend, schedule, coordinate and set-up NCBF and Board of Director's meetings to include preparing agendas and other materials, compiling, transcribing and distributing minutes of meetings.
- Enhances President's and National Cherry Blossom Festival's reputation by accepting ownership for accomplishing new and different requests; exploring opportunities to add value to job accomplishments.
- Provide financial administrative support for the NCBF, as needed.
- Provide support for special events and projects
- Assist with fulfillment of Hospitality benefits for Sponsors, Board, Staff and other entities by processing non-revenue ticket requests
- Manages RSVPs for Festival events, including coordination of invitation list.
- Serve as lead registration/check-in manager on-site at Festival events.

- Handle and process VIP Parade Package Auction winners and any external auction requests.
- Manage and execute “thank-you” and “appreciation” notes, letters, gifts, as needed
- Other Duties as Assigned.

**Qualifications:**

- Minimum of High School Diploma or equivalent required.
- Minimum two years’ experience in Non-profit event planning or comparable office environment required.
- 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, Sales Force, and Outlook.
- 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.
- Ability to work non-traditional hours
- Ability to foster positive, productive relationships, collaboration and teamwork, internally and externally, among staff, board members, volunteers, partners and other Festival stakeholders

As an integral part of the NCBF team, this salaried exempt position participates fully in the production and execution of Festival events. This requires flexibility to be available evenings and weekends and to work additional hours during peak periods.

Please email resume and cover letter articulating your relevant experience and salary history to JoAnn Nasser at [jnasser@ncbfdc.org](mailto:jnasser@ncbfdc.org). Include in the subject line “**Administrative Assistant.**” Applicants will be notified if selected for an interview.