Executive Assistant

The National Eagle Center is looking to add to our experienced team of driven and talented employees. The Executive Assistant will work with the CEO and support other members of the senior executive team with daily tasks, meeting and project management, and improving overall office functionality through exceptional communication, planning and organizational skills.

Requisite Experience & Qualifications

• Associate’s degree is required along with extensive knowledge and use of office, computer and communication systems.

• Minimum of three years of professional experience is required – preferably in a nonprofit organization.

• Experience with human resources, fundraising, and/or financial management preferred.

• Completes a broad variety of administrative tasks including: managing an extremely active calendar of appointments; composing and preparing correspondence, itineraries, agendas and minutes; and completing financial and board member reports all with an expert level of written and verbal communication skills.

• Motivated, self-starter with ability to be successful working both independently and in collegial situations.

• Highly resourceful team player, with the ability to build relationships with all stakeholders including staff, board members, volunteers, and external partners.

• Provides a bridge for smooth communication between internal departments with a proactive approach to problem solving and decision making with the highest level of professionalism.

• Proven ability to handle the highest level of confidential information with discretion concurrently with providing outstanding customer service.

• Expertise in QuickBooks and other computer and nonprofit software applications preferred.

This position will be considered full time and related benefits will accrue. Salary is commensurate with experience.

Send resume to: annette@nationaleaglecenter.org

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