



<b>Job Posting #:</b>	60FB10062021	<b>Posting Type:</b>	External
<b>Job Title:</b>	Executive Office Associate	<b>Grade/Classification:</b>	9 - Non-Exempt
<b>Department/Group:</b>	Office of the President	<b>Location:</b>	Fredericksburg, VA

### Job Description

#### OVERVIEW

The Executive Office Associate will support the Office of the President and the Strategic Team, Board of Directors, and other staff through a variety of functions including administrative tasks, research, written communications, compliance, and policy research and development.

#### EDUCATION:

High School diploma or GED (General Equivalency Diploma) required. Associate Degree in Business Administration or related field strongly preferred.

The Executive Office Associate should have least 2-4 years general office experience required in progressively responsible administrative support, with support to a Board of Directors strongly preferred, be a highly motivated and resourceful self-starter with the ability to work independently while maintaining good team relations; all while maintaining high professional standards and confidentiality. Superior planning, organizational, detail orientation, oral and written communication skills; excellent computer and Apple IOS problem solving skills. Work experience or education where responsibilities, skills, and knowledge have progressively and diversely increased is required. Cooperative business model, REC's Vision and Mission experience or knowledge are preferred. Experience in administrative or project management support at an executive level of an organization is desired. Experience with team environment, collaborative work projects and leadership where personal initiative has been proven is desired. Must be able to maintain strictest confidence in the performance of all duties.

Must assist in planning, coordinating, and implementing support the Office of the President through a variety of functions including administrative tasks, research, written communications, compliance, and policy research and development. Must have working knowledge of both Microsoft Windows and Apple IOS platforms to integrate traditional and new technology with administrative functions. Must have strong interpersonal and communication skills to facilitate a collaborative work environment that extends over multiple levels of the organization.

Skilled in interacting and collaborating with all levels of an organization including Board members as well as external business associates while representing the Office of the President with upmost professionalism and integrity. Ability to work within a deadline oriented environment and manage multiple projects that require team coordination while maintaining a high degree of confidentiality. Proficient in grammar, writing, proof reading and technology skills to support day-to-day office operations.

The Executive Office Assistant role will primarily be an inside position with the usual office conditions; however, extra hours are required from time to time, sometimes without prior notice, as well as travel to meetings, seminars, and conferences. Overnight travel is sometimes necessary. Subject to work at all hours during emergency conditions, and safely operate a Cooperative vehicle.

#### HOW TO APPLY:

**Internal Applicants:** Interested parties should submit an internal application (a resume may be attached to the completed application) to the Human Resources Department. Resumes should be emailed to [rechrr@myrec.coop](mailto:rechrr@myrec.coop)

**Applicants:** Use our <https://www.myrec.coop/careers> to apply for the opportunity. Please indicate the Job Posting ID

#60FB10062021

**Deadline: Wednesday, October 20<sup>th</sup>, 2021 @ 5:00PM EST**

\*The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not intended to be construed as a complete list of all responsibilities, duties, and skills required of personnel so classified.

