



NATIONAL LAW ENFORCEMENT OFFICERS MEMORIAL FUND

MEMORIAL | MUSEUM | OFFICER SAFETY & WELLNESS

Job Description

Position: Administrative Assistant

Reports: Chief Executive Officer

Position Summary: NLEOMF is seeking an Administrative Assistant to the CEO. The ideal candidate will have an administrative background and the ability to handle complex situations and multiple responsibilities simultaneously. They must also have demonstrated ability to deal with highly confidential information.

The goal of the Administrative Assistant is to assist the CEO. The ideal candidate is exceptionally organized, detail-oriented, and proactive with a natural ability to thrive in a fast paced, ever-changing, environment.

Responsibilities:

- Support CEO in meetings, by email, and phone calls with internal and external stakeholders
- Assist CEO in all day-to-day activities
- Help make the CEO more productive by prioritizing, organizing agendas, and following up on action items
- Draft letters, emails, reports, and other correspondence on behalf of the CEO
- Act as the liaison between the CEO and other executives and stakeholders to ensure consistent communication
- Support the CEO in preparation of board meetings, committee meetings, and outside presentations
- Manage the CEO's Calendar
- Conduct research and summarize learnings to advise the CEO on strategic priorities
- Keep abreast of national law enforcement events
- Support the productivity of the management team by keeping notes, and execution of action items.
- Provide ad-hoc support on projects small and large

Knowledge/Skills/Abilities:

- Strong administrative skills – more than 7 years' experience
- The right candidate is adaptable, creative, and self-starting
- This role requires the Administrative Assistant to be comfortable with interaction with senior executives without any reservation or fear
- Mature judgment and discretion in keeping sensitive information confidential

- Experience developing executive presentations, documents, etc. with advanced level Google Docs, Sheets and Slides skills – or Office365
- Strong interpersonal skills and proven ability to work seamlessly with a variety of personalities and functional disciplines.
- Excellent communicator in written and verbal form; ability to work well with executives, and able to lead and influence across multiple levels and multiple functions of an organization
- Entrepreneurial, with a high tolerance for ambiguity and complexity, and efficient with limited resources
- Excellent writer and editor
- Demonstrated exceptional judgment and communication skills
- Demonstrated capability to interact within all levels of an organization and with external partners
- Excellent interpersonal skills and good sense of humor
- Good stamina
- Strong advocate for law enforcement
- Excellent knowledge of Microsoft Office Suite (MS Outlook, Word, Excel and PowerPoint)

Working Conditions:

- Working conditions are normal for an office environment and/or home-office setting
- Position will involve some weekend hours when needed to support the CEO and an increased workload during National Police Week and Run for the Badge weekend
- Ability to lift 30lbs, stand for long periods of time, and able to walk long distances

Location

- Position is in Washington, D.C.

To Apply

Send a cover letter describing why you are a good fit for the position along with your resume and salary requirements to: Resumes@NLEOMF.org