



Alaska Power Association
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Alaska Power Association Executive Assistant Job Description

Job Title: Executive Assistant
Reports To: Executive Director
FLSA Status: Non-exempt

SUMMARY

Under the guidance of the Executive Director, this position keeps official corporation records, executes administrative policies, and provides technical, executive, and administrative support to Alaska Power Association (APA), ARECA Insurance Exchange (AIE) and all related boards and committees.

The ideal candidate is highly organized, thrives with multiple deadlines, and enjoys working in a fast-paced, member-focused environment. Experience with minute-taking, meeting packet preparation, corporate record-keeping, and event coordination is required.

ESSENTIAL DUTIES AND RESPONSIBILITIES include, but are not limited to, the following:

Meeting preparation – Prepares meeting documents including notices, agendas, minutes, briefing sheets and supporting information. Prepares timely, accurate and well-written minutes of all meetings. Composes correspondence, reports, resolutions, policies and other complex documents as requested by the APA Executive Director, Deputy Director and Chief Financial Officer.

Meeting and event coordination - Supports Executive Director and Deputy Director in scheduling meetings as well as arranging programs, events and conferences. Conducts all logistics such as researching and contracting facilities and caterers, arranging lodging for staff, ordering supplies, and managing event budgets. Maintains overall calendar of events for Alaska Power Association and its related organizations. Provides technical support for use of audiovisual equipment necessary for meetings. This includes setting up and using projectors, laptops, recording devices and other items commonly used for meetings.

Maintains files - Acts as custodian of corporate documents and ensures these documents are maintained, filed and managed to conform to statutes and regulations. Prepares and maintains written policy manuals, explains administrative procedures and policies to members and employees, and monitors compliance.

Reporting - Compiles information and prepares accurate and timely reports to entities such as the Alaska Public Offices Commission, the Alaska Division of Insurance, and the National Rural Electric Cooperative Association.

Member communications - Updates the annual membership directory with current information for all members of Alaska Power Association and related organizations. Frequently interacts with electric utility board members, CEOs and other senior staff.

Office support - Provides general reception services such as answering the telephone, receiving and routing mail, greeting guests, directing vendors, reserving the conference room for member use, and ensuring the conference room is properly arranged for meetings. Procures office supplies. Prepares expense reports for the Executive Director. Coordinates vendor services for properties owned by APA and its related organizations.

Performs other duties as assigned.

SUPERVISORY RESPONSIBILITIES

None

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION AND EXPERIENCE

Successful candidate will possess at least five years' experience in an executive assistant or similar position of comparable responsibility. A two-year or four-year degree and demonstrated work experience is desired, but not required.

The responsibilities of this position as described above require a high degree of experience with the Microsoft Office suite including Excel, Word, Outlook and PowerPoint. Typing skills of not less than 80 words per minute with minimal errors is necessary.

LANGUAGE SKILLS

This position requires the ability to articulate in a clear and concise manner, both in written and oral form, information of moderate complexity regarding the operations of the association and insurance exchange and their affiliates. This position is responsible for significant contact with CEOs, executive personnel and board members. This position is often a first point of contact for APA and AIE and is required to conduct such contact with professional decorum.

MATHEMATICAL SKILLS

No special mathematical skills are required beyond that necessary to perform the above-described essential functions.

REASONING ABILITY

This position requires a high degree of reasoning skills to satisfactorily gain and maintain an appropriate level of understanding of the legal reporting, recordkeeping and other requirements for which the position is responsible, including examples provided above in descriptions of essential duties. This includes project prioritization, the ability to consistently meet deadlines, and exercise discretion with the treatment of confidential information.

CERTIFICATES, LICENSES, REGISTRATIONS

This position requires obtaining certification as a Notary Public in the state of Alaska, not later than 90 days subsequent to commencement of employment.

PHYSICAL AND EMOTIONAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The majority of work performed in this position occurs at the headquarters in Anchorage; however, this position is often required to travel, possibly to remote member locations throughout Alaska via small commercial aircraft and other modes of transportation.

This position requires the employee to frequently sit for extended periods while using personal computer workstations, attending meetings, or engaged in travel. This position also requires the occasional ability to stoop or crouch in awkward positions while setting up, conducting, and dismantling conference and meeting materials. The position requires periods of extended time on employee's feet during the setup, conduct, and conclusion of conferences and other meetings. The employee is required to use standard office equipment in the course of performing essential duties described above, including but not limited to computers, copiers, recording and transcribing equipment.

While performing the duties of this job, the employee is frequently required to sit, use hands, talk and hear. The employee is occasionally required to stand, walk, reach with hands and arms, climb or balance, and stoop, kneel, crouch, or crawl. The employee must regularly lift to shoulder height and/or move up to 10 pounds; frequently lift to shoulder height and/or move up to 25 pounds in the course of transporting materials to and from meetings or conferences.

This position requires the individual to maintain a consistently calm and professional demeanor while interacting with association members and staff. The position may entail work under tight timelines and significant stress, including occasional overtime requirements.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

APPLICATION PROCESS

To apply for this position, submit a resume and cover letter to Crystal Enkvist, Executive Director, Alaska Power Association, via email at cenkvist@alaskapower.org by 5 p.m. on Friday, March 5, 2021.

Interviews will be conducted using a web-based meeting hosting platform.

Alaska Power Association provides a comprehensive benefit package and a competitive salary. Salary is DOE.

Standard pre-employment drug and alcohol screenings are required.

Alaska Power Association is an Equal Opportunity Employer.