

JOB DESCRIPTION

Executive Administrator – Andover Hockey Association

This newly created contract position will provide administrative support to the Executive Leadership Team – AHA Board, members, and community. Provide assistance and leadership through facilitating, organizing and managing essential aspects that benefit AHA. This is non-voting position.

Essential Functions/ Duties:

Governance – 40%

- Understand the roles and responsibilities of each board position
- Over the course of the season, capture the activities performed by board members, coaches, and team managers with an estimate of the time required for each.
 - Compile and document all information (background, forms, contacts, etc.) required to complete each of these roles.
- Help to recommend new approaches, policies and procedures to continually improve efficiency of the AHA and services performed.
- Support the Association's goal setting process
- Assist the board in defining the executive assistant's responsibilities for future seasons.

Operations – 40%

- Maintain and oversee AHA annual calendar
- Work with onboarding new board members
- Maintain documents for organization including policies, and board member job responsibilities
- Provide project management assistance for events and special projects
- Maintain AHA organizational chart and board member contact information

Administrative – 10%

- Direct inquiries to the appropriate board member
- Prepare agenda and communications for board meetings
- Other duties as assigned

Marketing / Communications – 10%

- Assist with membership relations, marketing and PR initiatives
- Assist with fundraising campaign initiatives

Competencies

1. Excellent communication skills
2. Collaborative style
3. Ethical business practice
4. Energy & enthusiasm
5. Exceptionally well-organized and detail orientated
6. Proficient in calendar management, MS office

Supervisory Responsibility

This position has no direct supervisory responsibilities but does serve as a coach and mentor for other positions in the department.

Estimated Hours: 52 hours annually.