



Job Description

Title: Administrative and Executive Assistant

Status: Full Time/Non-exempt

Department: Administration

Date: January 30, 2024

Reports to: President and CEO and Director of Finance and Administration

Explore Fairbanks Mission: "To be an economic driver in the Fairbanks region by marketing to potential visitors, optimizing the visitor experience, and advocating for a thriving year-round visitor industry."

Position Summary: The Administrative and Executive Assistant assists the President and CEO and the Director of Finance and Administration in the day-to-day administrative, executive, and financial operations of Explore Fairbanks.

Duties/Responsibilities:

Administrative Duties

- Greet visitors to Suite 201 Marketing and Administrative Offices.
- Perform varied secretarial and clerical duties. Routing incoming and inter-office mail, proofreading, typing, filing, answering phones, and data entry into Simpleview database as required.
- Maintain the Administration and Marketing shared office spaces.
- Oversee Explore Fairbanks equipment maintenance and monthly status of accounts for postage and copying machines.
- Inventory, stock, and purchase mailing supplies, forms, office supplies, and equipment for the Explore Fairbanks staff and the Board of Directors, and research cost-effective purchasing of supplies and equipment.
- Oversee Explore Fairbanks staff communications, maintaining the shared Explore Fairbanks Outlook and MTCVC calendar and additional calendars as necessary, coordinating and informing staff of upcoming events. including staff meetings, anniversaries, and monthly birthday celebrations.
- Maintain Explore Fairbanks staff lists, policies, and MTCVC Explore Fairbanks staff list.
- Assist the Director of Finance and Administration with Explore Fairbanks financial functions providing a system of checks and balances, and cross-training with other financial staff.

Executive Duties

- Assist the President and CEO in communications with the Explore Fairbanks Board of Directors, staff, stakeholders, and the public.
- Maintain Simpleview database of community/stakeholder contacts to be shared among Explore Fairbanks staff.
- Assist the President and CEO with preparation and follow-up of Explore Fairbanks Board meetings, maintaining calendar invites, verifying attendance for a quorum, assembling, and distributing Board packets, setting up area including Zoom equipment, and taking and transcribing minutes.
- Assist the President and CEO with logistics, program development, and notes for the Annual Meeting, Public Policy meetings, annual Explore Fairbanks Board and Staff retreats, Board Orientation, and other meetings as required.
- Maintain Explore Fairbanks Board, Committee, Public Policy, and other lists as required.
- Assist the President and CEO with updates to the Crisis Communication and Business Continuity Plan and Destination International Accreditation standards.
- Update the Explore Fairbanks Bylaws, Standing Rules, Policies, and Procedures Manual as the Explore Fairbanks Board approves changes and maintains Board records.
- Assist the Nominations Committee Chair with the annual Explore Fairbanks Nominations process in conjunction with the President and CEO.
- Assist the President and CEO with the annual preparation and delivery of required information packets for elected bodies, including the Strategic Marketing Plan, Year-to-Date Reports, and other pertinent materials.

General Duties and Standards:

- Ensure confidentiality of sensitive matters and materials such as files, records, or conversations pertaining to personnel, board, accounting, partnership, or other sensitive issues.
- Ensures Explore Fairbanks branding guidelines are incorporated into marketing messages and promotional materials.
- Maintain written procedures for the position.
- Perform other office duties or organization projects as assigned.

Education/Experience/Skills Requirements:

- Work experience is necessary to accomplish the job responsibilities.
- Prior PC experience using Microsoft Suite, and Adobe, and strong written communication skills.
- Must pay attention to detail, be organized, dependable, and be able to work independently.
- Must have good interpersonal communication skills and be a team player.
- Good customer service skills and a general knowledge of the visitor industry.

Working Requirements:

- Must be available to work 40 hours/week with occasional overtime.
- Must possess a valid Alaska Driver's license.
- Must possess and show proof of car insurance.
- Must have reliable transportation.
- Must be able to lift and transport items weighing up to 50 pounds.
- Professional dress required.

Explore Fairbanks is an Equal Opportunity Employer.

Disclaimer: The above information in this description has been designed to indicate the general nature and level of work performed by the employee(s) within this job. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employee(s) assigned to this job.