



National Association of Counties Administrative Manager

The National Association of Counties (NACo) in Washington, D.C., announces an opening for an Administrative Manager. The Administrative Manager's duties include a variety of administrative assignments aimed at assisting program areas in the County Solutions and Innovation Department with day-to-day operations and project activities.

This position requires an individual who is extremely efficient, organized, resourceful, detail-oriented and can manage multiple tasks and projects simultaneously. Applicants must be able to function in a fast-paced environment and demonstrate strong decision-making skills.

This position is wholly dependent on outside funding support. NACo currently intends to continue the position through February 2019, though it is intended and likely to remain beyond that date.

Under guidance of the Program Director, the Administrative Manager's primary duties and responsibilities include:

- Arranging and coordinating meetings and events in collaboration with program staff.
- Handling requests for information along with general office duties, including photocopying, mailing and maintaining electronic and hard copy filing systems.
- Performing a full range of office support work within a team; a significant part of the job entails provision of some specialized support (e.g., database management, knowledge management, task management, event/meeting planning, etc.).
- Reviewing and proofreading draft documents to identify issues and inconsistencies.
- Assisting with organization and logistical aspects of large, complex projects and reporting to and keeping program staff informed and updated.
- Assisting program staff with coordinating project activities.
- Assisting with development and review of reports and presentations.

- Responding to requests for information and interacting with NACo members, foundations, government agencies, non-profit organizations and corporate partners.
- Assisting program staff with planning and implementing workshops, mini-forums, presentations and meetings for NACo conferences and providing support for these events.
- Participating in program development activities, including budget development and assisting with grant proposals.
- Limited travel may be required, estimated at 2-3 times per year.
- Other duties as assigned.

Qualifications:

- 5 years' experience
- proven experience in an administrative role
- excellent oral and written communications skills
- excellent attention to detail
- excellent organization skills
- adaptability
- ability to multi-task and appropriately prioritize multiple projects
- ability and willingness to work as part of a team
- ability to meet deadlines and work well under pressure
- ability to work well in a political environment; and
- ability to work well with multiple team members and external partners.

Interested individuals should submit a resume and cover letter to resumes@naco.org.

Employees of NACo enjoy a fun and challenging environment with a wide range of competitive benefits. Benefits include comprehensive medical, vision and dental insurance coverage; paid holidays and leave; tuition reimbursement; group life insurance, 401(k) match and pension plans, credit union membership; and short-term/long-term disability coverage.

NACo and its subsidiaries are equal opportunity employers. Our jobs are open to all applications regardless of race, color, sex, gender, sexual orientation, age, religion, national origin, marital status, pregnancy, disability, military status or any other basis prohibited by federal, state or local law.