

International Horn Society



Executive Administrative Assistant

Position Overview

The Executive Administrative Assistant position works as the assistant to the chief administrative position for the International Horn Society. Under the direction of the Executive Director, the Executive Administrative Assistant facilitates communication with membership and within the IHS staff and volunteers. The Executive Administrative Assistant fulfills clerical needs such as proofreading and editing, problem solving, etc. Good listening and communication skills are critical for this position. A keen interest in the horn and the ability to travel are required.

The Executive Administrative Assistant should have knowledge of administrative and management principles necessary to communicate effectively with a diverse international membership. Database management and writing and editing skills are required. The Executive Administrative Assistant should also be familiar with credit card merchant accounts, as well as Stripe and PayPal accounts.

Key Responsibilities

Membership

- Run reports to check upcoming renewals.
- Correspond with members to facilitate renewal process and membership profile updates.
- Provide reports to Vice President and US Area Representative Coordinator for lapsed country or area representative lapsed memberships.

Administrative

- Assist Executive Director with compiling reports for annual AC meetings.
- Attend via Skype, Zoom, or other video conferencing platforms all Executive Committee (EC) meetings, Advisory Council (AC) meetings, and Committee Meetings as required.

International Horn Society



- Assist AC at annual board meetings as required.
- Work with Executive Director throughout year to resolve ongoing issues and develop projects.
- Maintain historical records, archive as required.
- Facilitate with managing, stocking, and operating sales table, including purchase of sales items, and promoting membership during international symposium.
- Assist with generating address labels for Horn Call issues
- Help respond to miscellaneous email questions from the membership & redirect where needed.
- Assist Executive Director with problem solving on location at symposia and where IHS regular processes could be improved.
- Assist with tracking and acknowledging donations.

Required Experience:

Bachelor's degree and at least 2 years of experience with non-profit or business management, including working with a board of directors, or equivalent.

Demonstrated proficiency with standard computer programs.

Demonstrated competence in both new technologies and social media.

Desired Experience:

Experience at a management level of an arts organization.

Multiple language skills.

Personal Qualities:

The Assistant to the ED position requires an organized, detail-oriented person with excellent communication skills, who can prioritize deadlines and complete tasks in a timely manner. This

International Horn Society



individual must be versatile as the position requires frequent change and flexibility. The Assistant must be practical and have excellent problem-solving skills.

\$10,800 annual stipend

The Assistant is expected to attend the annual symposium and will be reimbursed with approval for travel, lodging, and registration.