



**Job Title: Executive Administrative Assistant**

**Position Overview:** The Executive Administrative Assistant provides critical support to the Executive Director and to the President of the Oregon Farm Bureau (OFB). This role also offers front-facing assistance to OFB members, including volunteer leaders such as county Farm Bureau (FB) presidents and board members. The successful candidate will ensure seamless communication, manage essential administrative functions, and coordinate various organizational meetings and activities.

**FLSA Status:** Non-exempt, salary

**Reports to:** Executive Director

**Essential Functions:**

**Executive Support:**

- Provide support to the Executive Director and to the OFB President
- Handle sensitive information with confidentiality and professionalism.

**Meeting Coordination:**

- Maintain detailed and accurate meeting minutes for the Oregon Farm Bureau, OPAC, and OALF boards.
- Prepare agendas, meeting notices, coordinate logistics, and distribute meeting materials for board meetings and other gatherings.
- Create and maintain the yearly Calendar of Activities.

**General Office Administration:**

- Answer phones, greet visitors, and serve as the primary point of contact for members and visitors.
- Manage the meeting room calendars and ensure the meeting room equipment functions properly.
- In coordination with the Accounting Department, order office and janitorial supplies.

**Interdepartmental Collaboration:**

- Assist the accounting and membership departments as directed, and work closely other departments to provide administrative support, as needed.
- Process membership applications/answer inquiries as needed.
- Assist with billing, invoicing, and member benefits administration.

**Publication Management:**

- Collect updates from county Farm Bureaus and oversee the production of the annual *Who's Who* and Policy book, ensuring accuracy and timely distribution.

**Event Planning & Coordination:**

- Manage all aspects of event planning, logistical coordination, and support for OFB board meetings, County President meetings, and committees.
- Assist with the annual meeting registration, logistics and travel arrangements for board members and staff.
- Coordinate and promote Oregon's participation in the American Farm Bureau Annual Meeting, including making travel arrangements for officers and members.

**Policy & Bylaw Coordination:**

- Work with the Governmental Affairs department to compile and organize policy recommendations (resolutions) and bylaw amendments submitted by County Farm Bureaus.
- Prepare the annual meeting binder for delegates, including meeting materials, recommended policy changes, and bylaw amendments.

**Qualifications:**

- Education: Minimum of High School Diploma or GED
- Minimum of two years of experience in an administrative or executive support role
- Proficient in Microsoft Office Suite (Word, Excel, Outlook, PowerPoint) and familiarity with virtual meeting platforms (e.g., Zoom, Teams).
- Excellent written and verbal communication skills in English, with attention to detail.
- Strong organizational and time management skills, with the ability to prioritize and complete tasks efficiently.
- Ability to work independently and as part of a team, maintaining a positive and proactive attitude.
- Salem office attendance required, Monday – Friday, 8:00 AM to 4:30 PM