

JOB OPPORTUNITY

Posting Date: 11/13/09

Closing Date: 11/20/09

To be considered for the following position opening, you must submit a cover letter & resume to Human Resources by the above listed closing date.

POSITION AVAILABLE: Administrative Coordinator, Policy and External Affairs

LOCATION: Eugene Office –Policy & External Affairs Department

PAY GRADE 4

11/09

JOB DESCRIPTION:

Facilitates the successful operation of the Policy and External Affairs (P&E) Department by providing administrative support to the VP; Serves as a liaison with other departments; Fosters positive public image and awareness of Holt International by working with the Vice President of Policy & External Affairs on policy and legislation, media, special projects and events.

- 1. Prepares and organizes work to be accomplished by**
gathering, sorting, filing documents and related information, routing correspondence, collecting information, assisting in preparing quarterly and annual board reports, screening calls for the VP of P&E, prioritizing and determining appropriate response.
- 2. Assists with communications by**
coordinating interdepartmental communications and information distribution. Prepares weekly management report, attends task force meetings as requested by VP of P&E.
- 3. Coordinates Vice President of P&E's travel schedule by**
making travel arrangements, prompting action and necessary paperwork, scheduling appointments, drafting itineraries.
- 4. Promotes relationship and awareness of Holt's policy initiatives by**
managing and updating database of various constituencies. Maintains current database of local, national, and international child welfare and adoption organizations as resource for organization. Responding to requests for information on policy positions, and updating information on web site and in-house publications.
- 5. Encourages positive media publicity by**
responding to media inquiries, and prepares information for VP of P&E or others as appropriate; actively promotes media opportunities. Answers general adoption and child welfare questions, provides statistics and relevant information to media. Tracking and recording media stories and distributes to management

team. Working with other departments, especially M&D to coordinate organizations media activity and timely response. Preparing adoptive families to respond to the media.

6. **Works with Vice President of P&E in legislative activities and projects by** researching, tracking and maintaining legislative documents; prepares regular summaries, reports and analysis of legislation. Maintains strategic contacts with congressional staff, policy makers, other organizations and lobbyists. Assists in drafting and proofing legislative correspondence and public testimony; being knowledgeable of legislative issues and processes.
7. **Advocates and promotes the mission of the organization by** carrying out activities that support informing, educating and advocating for Holt's world wide constituencies through policy, advocacy, legislation, media, public relations, and special projects.
8. **Enhances public education by** keeping informed of current national and international trends and activity and assisting VP of P&E in reporting to organization on relevant issues and coordinating with other departments to develop effective response strategy. Seeking opportunities for organization to contribute to periodicals, electronic media, Op-ed and others.
9. **Contributes to a positive, productive work environment by:** Meeting attendance and punctuality guidelines and pre-arranging time off with appropriate notice; treating all people with dignity and respect; and exhibiting good listening and comprehension skills including giving and welcoming feedback.
10. **Contributes to the team effort by:** Exhibiting cooperative and effective work relationships, such as, responding positively to challenges, assignments, inter and intra departmental requests; and seeing beyond own tasks to help fulfill the organizational goals.

QUALIFICATIONS AND JOB EVALUATION DOCUMENTATION

KNOWLEDGE: Requires at least 3 years administrative office experience, preferably as an assistant to an executive or department director. Must be able to prepare executive level correspondence and presentation materials and reports, including those of a sensitive and confidential nature, for the VP of P&E. Thorough knowledge of English, spelling, punctuation, and arithmetic; proficiency in word processing and other computer related skills; as well as excellent organizational, written and interpersonal communication skills are required. Must have ability to attain thorough knowledge of Holt, including its history, current operations, and programs in order to represent Holt and articulate this knowledge to constituents, staff and the public. Ability to research and analyze information for reports and inquiries. Schedule meetings, arrange travel itineraries and organize filing system.

INFORMATION PROCESSING: Evaluates and uses judgment in prioritizing interviews to the media. Uses knowledge of organization when dealing with the media to create the most advantageous outcome. Evaluates and uses judgment in responding to, and establishing relationships with individuals and organizations regarding child welfare and adoption, policy and legislation.

SCOPE OF RESPONSIBILITY: Exercises good judgment, courtesy, tact and the proper protocol when working with Board members, management, staff, volunteers, interns, and the public. Represents Holt and the P&E Department in a professional and personable manner. Must be able to prepare executive level correspondence and presentation materials and reports, including those of a sensitive and confidential nature, for the VP of P&E with minimal supervision. Completes special projects that require assessment, tracking, recommendations and follow-through.

INTERPERSONAL COMMUNICATION: Ability to construct correspondence and reports, set priorities, organize filing systems, research and analyze reports. In absence of VP of P&E, assesses and acts appropriately with incoming information of a priority to the Department, responding to and redirecting requests from staff and donors. With special projects assigned by VP-P&E, analyzes information to draw conclusions for recommendation to the VP-P&E. Promotes and advocates the mission of Holt International to the media, policy makers, donors, adoptees and constituents. Encourages and promotes cooperation with other employees, departments, and management. Professional manner and ability to deal with legislators, media, adoption public, corporate community and Holt constituents.

IMPACT OF RESULTS: VP of P&E's time is conserved and maximized. Work is completed efficiently and effectively. Information given is accurate, clear and concise. P&E VP and Development staff are represented in a professional and efficient manner. Accurate and positive presentation of organization to the media, legislative and adoption community and public. Implementation of communication strategies forwards the reputation and public awareness of the organization. Actions promote and positively influence adoption friendly legislation and media. Relationships furthered with influential associates.

PHYSICAL REQUIREMENTS: Ability to sit, stand, bend and lift up to 30 lbs as needed.

DESCRIBE CONTROLS: Works with Vice President of P&E who reviews results obtained.