



**DENALIDANIELS**  
+ ASSOCIATES

**Denali Daniels + Associates is hiring!**

**POSITION:** EXECUTIVE ASSISTANT

**DENALI DANIELS + ASSOCIATES:**

DDA is committed to assisting local Alaskan organizations, businesses, coalitions, and initiatives in strategically reaching their goals. DDA is currently seeking an experienced executive assistant to join our dynamic team.

**DUTIES AND RESPONSIBILITIES:**

The executive assistant will contribute to DDA's personalized approach to providing consulting services to clients across Alaska. Under direction of the CEO, the executive assistant will manage business related tasks for the team such as creating reports, organizing travel and accommodation, preparing meeting notes, and other organizational tasks. The employee will provide logistical, administrative, research and communications support on client projects and DDA operations. The Executive Assistant will support client meetings, facilitation sessions, preparation of deliverables, and will manage internal DDA communications and organizational processes. A successful candidate will have a detailed understanding of the full Microsoft Office suite, be adept at problem solving, and have significant experience as an executive or administrative assistant in the past.

Responsibilities include, but are not limited to:

- Schedule meetings, appointments, and data-gathering activities.
- Manage client contact and communications database.
- Build, maintain, and organize project materials, project files, and workflows.
- Organize project-related events and conferences.
- Take and prepare team notes.
- Manage social media accounts; plan and publish posts, keep track of client, partner and community news and events, respond to inquiries, etc.
- Support data collection efforts via surveys, focus groups, meetings and other methods, and maintain accurate and confidential records of data.
- Compose and edit memoranda, articles, reports, graphics, and presentations for clients, and prepare materials for submission to clients.
- Engage on other project tasks as needed, such as conducting literature reviews, field research, and organizing project materials.
- Employee will be required to travel for work and to be able to participate in occasional evening or weekend events related to client projects.
- This is a salaried position.

**PREFERRED QUALIFICATIONS:**

- Bachelor's degree or equivalent preferred.
- At least 5 years in a research assistant, executive assistant, or administrative support role; or equivalent experience in these areas.
- Superior attention to detail and organizational skills.



- Excellent professional communication skills, both written and verbal; and the ability to seamlessly interact with senior level professionals.
- Ability to work well under pressure and on deadline, and to be methodical and process-oriented
- Ability to multi-task in a fast-paced dynamic environment while demonstrating a resourceful, positive attitude and superior work ethic.
- Demonstrated good judgment, critical thinking, and decision-making skills.
- Proficiency in and comfort with a range of web- and computer-based technology, such as Google Apps and social media platforms, Microsoft Office (including Word, Excel, and PowerPoint); Adobe Creative Cloud/Suite a plus.
- Knowledge of and/or experience in the fields public administration and government is a plus.
- Local Alaskans with a knowledge of local politics, organizations, and community endeavors are highly encouraged to apply.

**WORK ENVIRONMENT:**

DDA prides itself in offering a collaborative, energetic and positive working environment. Office space is comfortable and void of loud or disturbing distractions. Office fosters team interaction, while allowing for focused and uninterrupted work. Our work is meaningful, and our team members care about successful outcomes. We support team wellness as a core value in the work we do.

**PHYSICAL REQUIREMENTS:**

Employee must be able to stand for long periods of time and may be required to do some light lifting.

**STATUS:**

Fulltime Exempt

**PAY/BENEFITS:**

DDA has a competitive compensation package, TBD based on qualifications.

**APPLICATION PROCEDURES:**

Position open until filled.

Send resume, three references and cover letter to [denali@ddaalaska.com](mailto:denali@ddaalaska.com) or deliver to the DDA Anchorage office at 880 H Street Suite 106.

Please direct any questions to Denali Daniels: [denali@ddaalaska.com](mailto:denali@ddaalaska.com). No phone calls please.

*Denali Daniels + Associates, Inc. is an equal opportunity employer. It is our policy not to discriminate against any applicant for employment, or any employee because of age, color, sex, disability, national origin, race, religion, veteran status, or any other protected category.*