

NORTHLAND PIONEER COLLEGE

Position Description

JOB TITLE: Assistant to the Associate Vice President for External Relations	Classification: Temporary	LOCATION: White Mountain Campus, Work Destination: OS
MANAGER/REPORTS TO: Associate Vice President for External Relations	OVERTIME ELIGIBLE: YES [X] NO	# OF DIRECT REPORTS: 0

GENERAL STATEMENT OF RESPONSIBILITIES:

The Administrative Assistant provides comprehensive, high-level administrative support to the Associate Vice President for External Relations (AVPER) for day-to-day operations, strategic initiatives, and special projects in governmental affairs, economic and workforce development, and fundraising. In addition to core administrative responsibilities, this position supports activities that advance Northland Pioneer College's visibility, relationships, and external funding, including coordination of outreach, events, communications, and partnership activities led by the AVPER.

ESSENTIAL FUNCTIONS:

General Administrative Support:

- Manage the AVPER's calendar, schedule meetings, and coordinate appointments with internal and external stakeholders, including elected officials, community leaders, and partner organizations.
- Prepare and edit correspondence, reports, agendas, policy and briefing materials, meeting minutes, presentations, and talking points in support of governmental affairs, economic development, and fundraising activities.
- Monitor incoming communications (email, phone, and other channels) and respond or redirect as appropriate to ensure timely follow-up with college leadership, partners, and the public.
- Arrange travel, lodging, reimbursements, and logistics for meetings, conferences, campus visits, and events involving the AVPER and external partners.
- Organize and maintain confidential administrative files and records related to external relations, including legislative, partnership, donor, and grant documentation.
- Process office supply orders, invoices, contracts, and other administrative requests for the External Relations area.
- Coordinate unit-wide communications and assist in organizing meetings, work sessions, and cross-functional projects involving college departments and external stakeholders.

Support for Governmental Affairs, Economic & Workforce Development, and Fundraising:

- Assist with scheduling, logistics, and preparation for briefings, campus visits, and meetings with local, state, tribal, and federal elected officials and agencies.
- Support the preparation, formatting, and distribution of policy statements, testimony, position papers, and informational materials related to legislative and public policy priorities.
- Track key deadlines, events, and legislative calendars relevant to community colleges and rural education, and support the AVPER in maintaining up-to-date information.
- Assist with coordination and documentation of meetings and initiatives involving regional business, industry, tribal governments, workforce boards, and economic development organizations.
- Provide administrative support for workforce and economic development projects, including maintaining contact lists, updating partnership records, and tracking action items.
- Support grant and funding development activities by helping gather information, organize documents, maintain proposal and reporting calendars, and assist with document preparation and submission logistics.

- Assist with tasks related to private giving and donor relations, such as maintaining donor and prospect information, preparing meeting materials, and helping to coordinate stewardship and recognition activities as directed.

Communication, Outreach, and Relationship Management Support:

- Assist in developing, editing, and distributing communication and outreach materials that support advocacy, partnership development, and fundraising efforts (e.g., newsletters, email updates, briefing packets, presentation materials).
- Help maintain accurate contact lists, stakeholder databases, and distribution lists for elected officials, partners, donors, and community organizations.
- Support planning and execution of events, forums, and presentations where the AVPER represents the college, including room/venue logistics, invitations, registrations, and on-site support.
- Collaborate with internal departments (e.g., marketing, academic divisions, workforce development, SBDC) to gather information and coordinate logistics needed for external relations initiatives.

The above statements are intended to describe the general nature and level of work performed by the incumbent; they do not purport to describe all functions. Incumbent may be assigned other duties, and the essential functions may change from time to time as necessary.

Standard Competencies:

COMPETENCIES	DESCRIPTION	PROFICIENCY
Technology	Ability to proficiently use Microsoft Office Products (i.e. Word, Excel, Outlook, PowerPoint), Adobe/E-sign tools, Zoom, WebEx, and various other Microsoft 365 and communication programs to support external relations activities.	Advanced
Communication	Ability to communicate effectively with faculty, staff, elected officials, partners, and the general public; excellent intrapersonal skills, including professional writing and preparation of advocacy and briefing materials.	Advanced
Diversity & Multi-Culturalism	Ability to work in a diverse, multi-cultural environment, including rural and tribal communities; demonstrates political and cultural sensitivity in all interactions.	Advanced
Flexibility & Adaptability	Ability to adapt to the demands of any given day/time and adjust to changing priorities in a fast-paced external relations environment.	Advanced
Self-Awareness	Ability to reflect on self-performance and growth opportunities.	Intermediate
Continual Improvement	Ability to seek opportunities for professional growth.	Basic
Action Oriented	Ability to make decisions and take action within scope of responsibility to support timely follow-through on external relations commitments.	Basic
Confidentiality	Ability to maintain confidentiality with sensitive information related to legislation, donors, partners, and college operations.	Advanced
Physical	Ability to perform the following physical requirements of the position with or without reasonable accommodation: general vision (corrected to 20/20), hearing or listening in the normal range (corrected), and speaking clearly.	Basic

MINIMUM QUALIFICATIONS:

- Associate's degree
- Minimum of two years of administrative experience
- Strong interpersonal, communication, and organizational skills.
- Proficiency with Microsoft Office Suite (SharePoint, Word, Excel, Outlook, PowerPoint).
- Demonstrated ability to handle confidential information with discretion.
- Capacity to multitask and prioritize in a fast-paced, deadline-driven environment

PREFERRED QUALIFICATIONS:

- Experience supporting senior-level leadership in governmental affairs, fundraising, economic development, higher education, or a related area
- Familiarity with external relations functions, such as legislative processes, partnership development, donor relations, or grant support
- Experience working with rural and tribal communities and community-based organizations