



Position Announcement Executive Assistant

About Synergos: Synergos is an association management company (AMC); its audience includes fraternal associations and organizations including professional associations, inter/national fraternal organizations, and industry partners that serve the fraternal market. Synergos is a newly developed organization that was formed in agreement between the Association of Fraternal Leadership Values (AFLV) and the Association of Fraternity/Sorority Advisors (AFA). It is a fast-paced environment and expects fast growth in staffing, services, and clients in the next 12-24 months.

Position Overview: This position exists primarily to provide support services to the CEO and secondarily to the office and staff as a whole. The ideal candidate is able to flourish in a fast-paced, ever changing environment. S/he is personable, confident, and a direct communicator. S/he must show ability to work with members exercising strong conceptual, analytical, and critical thinking skills. Candidate must practice good communication skills (verbal and written), be able to work discretely when handling confidential information, and exhibit ability to perform in a professional manner. Individuals who will be successful in this position are able to work quickly with little day-to-day supervision and exhibit an ability to provide excellent customer service to members, staff, and clients. Ability to prioritize projects and handle multiple tasks a must. Stellar organization skills and attention to detail is a must.

Required Knowledge, Skills, & Abilities

Education and Experience: Bachelors degree is required in addition to a minimum of five years experience performing administrative and secretarial duties in support of a senior level manager (CEO or similar Executive) in a public or private organization. Proficiency in Microsoft Office software is required. Experience using Quickbooks and other data management software such as Avectra, PeopleSoft, BANNER, Patriot, etc. is preferred.

Job Duties:

- Assist and support the CEO in all areas of business life including calendar management, managing and preparing reports, and fielding information requests.
- Manage and maintain the CEO's heavy schedule including travel management.
- Review and pipeline/forecast preparation and management of office communication on behalf of the CEO.
- General office management including record keeping, meeting preparation, minute taking, managing office supplies, and developing correspondence and other related work products for executive staff.
- General human resource management such as managing leave, timesheets, and creating and managing other structure office documents and procedures.
- Assists with preparations for Board and Executive Committee meetings, Annual Conferences, conference committee meetings, and other virtual events.
- Manage the front office including incoming calls and visitors.
- Manage and maintain a central filing system.
- Manage the needs and uses of office equipment and supplies.
- Prepares correspondence and other written materials, including development and communications work;
- Conducts annual physical equipment inventory.
- Assists with maintenance of back office association management system and assists the Director of Member Engagement with correspondence and payment processing.
- Prepare monthly and quarterly financial statements for Accountant.
- Assist with preparation of organization financial audit.
- Prepares tax acknowledgment letters to donors.
- Distributes incoming mail and prepares outgoing mailings.
- Other duties as assigned.

Physical Demands:

- Must be able to move about the office as well as sit for long periods of time.

- Must be able to use the phone and computer, sometimes for prolonged periods.
- Light to heavy lifting is periodically required.
- Must be able to travel.
- Must have a valid driver's license.

Work Environment:

This is an open environment with moderate noise, (e.g., colleagues' conversations, computers, phones, and printers), and light traffic. Telecommuting and non-standard (flex) working hours are not feasible for this position since incumbent is required to handle incoming telephone traffic on a regular basis throughout the workday.

Reporting Relationship: Reports to the Chief Executive Officer and receives direction from all senior level staff.

Schedule/Compensation: This is a full time position with benefits. Salary is commensurate with experience and includes a benefits package. Payment is monthly, on the last day of each month. A background check will be conducted on the successful candidate prior to final offer of employment.

To apply: Please submit a resume, three references, and a letter of interest* to the address below. Electronic applications are preferred. Review of resumes will begin immediately and continue until the position is filled.

Lea Hanson
 Director of Marketing and Communication
 P.O. Box 1369
 Fort Collins, CO 80522-1369
 Fax: 888-855-8670
 Email: lea@aflv.org

For questions, please email Mark@aflv.org or call 970-372-1174

* The *Letter of Interest* should address related experience, reasons why the position would be a good fit, and any related experience.

ABOUT FORT COLLINS: The Synergos office is located in Fort Collins, Colorado. Located in northern Colorado, Fort Collins is home to Colorado State University and an outstanding public school system. Nestled in the foothills of the Rocky Mountains, Fort Collins offers exciting recreational opportunities, unique cultural offerings, and is a regional center for employment and shopping. Throughout the year, live music and entertainment, as well as great local dining, can be found throughout the historic downtown area. Outdoor lovers' paradise, great schools, low crime, good jobs, and relatively low stress make Fort Collins the best place to live in America according to *Money Magazine*. A city of approximately 143,000, Fort Collins provides a unique blend of big city advantages and small town friendliness, making it an attractive and a great place to live. For more information, visit the City of Fort Collins website at www.fcgov.com.

Other Fort Collins Facts:

- 5,000 feet above sea level, 60 miles north of Denver, the state capital and mile high city.
- 2 hours to major ski resorts (Winter Park, Mary Jane, Keystone, Breckenridge, Copper Mountain, Arapahoe Basin, Loveland Basin).
- 150 paved miles of walking and biking trails in the city.
- 300 + performing arts and cultural events per year.
- Consistently noted as one *Money Magazine's* "Best Place to Live in America."
- Average temp is 30-45 (40 is January average) in the winter and 80-90 (85 is July average) in the summer.
- Surprisingly dry and semi-arid climate: 14 inches of precipitation a year with low humidity.