

NORTH DAKOTA OFFICE OF THE FIRST LADY

Executive Assistant to the First Lady

Summary of Work:

Oversee all functions of the Office of the First Lady and provide innovative leadership and a wide variety of professional-level administrative support and technical assistance to the First Lady and the Office of the Governor.

1. Policy advisor: Develop strategies in regard to the First Lady's chosen policy platforms; research a variety of issues, using various sources, as needed and communicate findings in an organized, effective manner; organize efforts to secure policy improvement; work with legislators, state agencies, and interested parties and organizations to secure policy improvement; coordinate any required databases, listservs, and supporting documentation towards the goal(s); keep First Lady aware of issues that require immediate attention.
2. Liaison: Act as a liaison/primary contact between First Lady and cabinet officials, agency directors, state and local officials, media, legislators, and the public.
3. Staff: Accompany First Lady on all meetings, events, and appearances.
4. Speech writer: Research and draft talking points for the First Lady for any and all appearances and events.
5. Event planner: Organize meetings and any other desired larger events for the First Lady. Maintain communication with venues and partners across the state.
6. Scheduler: Maintain the First Lady's complex calendar in conjunction with the Governor's Scheduler, the First Lady's private schedule, and any other required entities.
7. Constituent Services: Demonstrate a high degree of professionalism in responding to all constituent phone calls, e-mails, and other forms of communication; make referrals to the appropriate agencies and/or individuals if necessary.
8. Media relations: Develop and disseminate media advisories and press releases; edit and approve third-party publication pieces as requests arise; offer consultation and assistance on any recorded interviews or announcements.
9. Website maintenance: Oversee the updating and maintenance of the First Lady's webpages by providing appropriate text, adding sub-pages as deemed appropriate, and populating the First Lady's photo gallery.
10. Social Media: Create and update First Lady social media accounts. Updates include highlighting events, promoting compatible platform communications, promoting the office of the Governor as needed. Responsible for continuous learning about changes, updates, improvements in technology for social media.
11. Program Management: Oversee any and all programs and priorities chosen by the First Lady to ensure her participation is effective, efficient, timely, and appropriate; develop positive working

relations with any other entities involved in the programs on a statewide and local level; work to demonstrate positive impact by the First Lady's involvement.

12. Friends of ND Governor's Residence: Document and respond to all donations and inquiries for any fundraising activities; keep all tax and non-profit documentation; work in partnership with the Residence Manager and Friends' treasurer as needed.
13. Miscellaneous: File/records management, including the handling of time sensitive and confidential information; provide a central point of contact for the Office to receive and distribute information, and respond to inquiries; order supplies, etc.
14. Other duties as assigned.

Minimum Qualifications:

1. Bachelor's degree with major coursework in political science, public policy, and/or business.
2. Must be self-motivated, creative, detail-oriented, organized, flexible, able to multi-task in a fast-paced environment, and self-directed.
3. Must maintain a high degree of confidentiality and be able to use discretion in a variety of situations.
4. Must be able to be effective in problem-solving.
5. Must be able to collaborate effectively.
6. Must be professional, courteous, prompt, and politically appropriate in oral and written communications and be able to communicate effectively to the intended audience.
7. Must be able to express ideas clearly and concisely, both orally and in writing, under normal and stressful conditions.
8. Previous experience working for an elected/appointed official is helpful.

Applications may be sent to firstlady@nd.gov.