



Administrative Assistant to CEO

Hybrid or Fully Remote | Exempt | Reports to the Chief Executive Officer

NIGP: The Institute for Public Procurement is seeking a highly organized, proactive, and discreet Administrative Assistant to CEO. This position supports the CEO, Governing Board, volunteer leaders, and staff team while helping the executive office and NIGP's governance processes operate smoothly and efficiently.

About NIGP

NIGP: The Institute for Public Procurement is a professional association made up of 19,500 members across the US and Canada, dedicated to advancing the public procurement profession. We support procurement professionals and the organizations they serve through education, certification, research, events, resources, and professional community.

Position Summary

The new position of Administrative Assistant serves as a trusted partner to the CEO and provides high-level administrative, governance, and operational support. The role coordinates executive scheduling and travel, board administration, meeting logistics, governance records, strategic-plan implementation tracking, and follow-up on organizational priorities. The successful candidate will be dependable, detail-oriented, responsive, and comfortable handling confidential executive and governance information.

Key Responsibilities

- Manage the CEO's calendar, travel arrangements, itineraries, briefing materials, correspondence, expense reporting, priorities, and action items.
- Support the Governing Board and Executive Committee by coordinating agendas, consent agendas, board books, meeting materials, minutes, records, elections, onboarding, and follow-up communications.
- Maintain the annual governance calendar, official governance records, leadership directories, policies, archives, and related documentation.
- Partner with the Meetings Team to coordinate Governing Board and leadership meeting logistics, including travel, accommodations, meeting space, meals, audiovisual needs, supplies, and on-site support.
- Maintain the master strategic plan, distribute goals and action items to accountable parties, track deadlines and progress, follow up on assignments, and prepare quarterly progress reports for the Governing Board.
- Coordinate NIGP leadership activities at Forum, including the leadership schedule, VIP-event invitations and RSVPs, recognition activities, meetings, presentations, and other commitments.

- Maintain strict confidentiality and exercise sound judgment when handling sensitive executive, personnel, governance, financial, and organizational information.
- Provide responsive and professional service to board members, volunteer leaders, members, staff, vendors, and external stakeholders.

Qualifications

- Bachelor's degree preferred; an equivalent combination of education and relevant experience will be considered.
- At least three years of progressively responsible administrative or executive-support experience.
- Experience supporting a senior executive, governing board, committee, or volunteer leadership group strongly preferred.
- Experience preparing accurate meeting minutes, board materials, correspondence, reports, and official records.
- Strong organizational, project-management, writing, editing, and time-management skills.
- Ability to manage competing priorities, anticipate needs, meet deadlines, and follow through with minimal supervision.
- Proficiency with Microsoft Office, virtual meeting platforms, and common business systems; experience with board portals, project trackers, or travel and expense systems is a plus.
- Demonstrated ability to maintain confidentiality, exercise discretion, and handle sensitive information appropriately.
- Nonprofit, association, or membership-organization experience preferred.

Work Schedule and Travel

This is a fully remote position. The employee must be able to work effectively in a virtual and collaborative environment. Occasional evening and weekend work may be required. Travel may include up to five Governing Board meetings per year, NIGP's conference, and other designated organizational events.

How to Apply

Candidates should submit the following materials:

- A current resume.
- A brief cover letter explaining your interest in the position.
- A professional writing sample, preferably board minutes or meeting notes. Candidates may redact names, confidential information, and identifying details from the sample.
- A Candidate Screening Questionnaire will be provided to all candidates for completion.

NIGP is committed to providing equal employment opportunities and to fostering a professional environment where qualified individuals can contribute and succeed.