



Description of Administrative Assistant Position

Is organization your game? Then this role could be a sweet fit for you!

The Administrative Assistant serves as a member of the Ignite National Executive Team to perform the tasks traditionally executed by a Secretary and Treasurer, in addition to other administrative tasks for Ignite National. The Administrative Assistant will maintain, and document as necessary, professional written records of official Ignite National meetings and other Ignite business, as directed by the President or Board of Directors. The Administrative Assistant will also manage Ignite finances.

Specific tasks include, but are not limited to, the following:

- Write and keep a set of minutes of Ignite National Board of Directors and Executive Team conference calls and other meetings.
- Create an online directory for all leaders' contact information.
- Create Grassroots Organizing Guides on as-needed basis.
- Manage the Ignite National bank account.
- Maintain meticulous records of Ignite National expenditures and revenue.
- Provide reimbursements to those individuals who have made authorized expenditures on Ignite's behalf.
- Collect records of Ignite chapter expenditures and revenue.
- Provide report of Ignite finances to the Ignite National Board of Directors at the six month point during the fiscal year (January 1), at the end of the fiscal year (June 30), and at any other specified times.

The Administrative Assistant may be responsible for other tasks, as directed by the Ignite National President or Board of Directors.

The Administrative Assistant must support Ignite's mission, vision, and organizational objectives as defined in the "Ignite Statement of Values." (See below.)

The Administrative Assistant must have excellent communication and writing skills as well as regular internet and phone access. He or she must check an Ignite email account daily. The Administrative Assistant will attend two weekly 45- to 60-minute conference call with the Ignite National Executive Team, one monthly 60-minute conference call with Ignite grassroots, one monthly 90-minute conference call with the Ignite National Board of Directors, and other conference calls as necessary. If the Administrative Assistant cannot attend a conference call, he



or she must find an adequate replacement that can serve as Administrative Assistant or provide notice of the absence to the President within 10 business days.

The Administrative Assistant will collaborate with other Ignite leaders in a respectful and productive fashion.

The Administrative Assistant reports to the President, who reports to the Board of Directors.

The Administrative Assistant shall transition all necessary information to his or her successor.

Should the Administrative Assistant choose to resign from this leadership position, the Secretary is expected to provide written notification of his or her resignation to the Board of Directors a minimum of 14 days before the resignation takes effect.

The Administrative Assistant must commit an average of at least three hours per week to Ignite.



IGNITE STATEMENT OF VALUES

Ignite Mission Statement:

“Ignite is a grassroots organization empowering young people to hold the tobacco industry accountable by directing public officials to act responsibly.”

Ignite Vision:

“A government that serves the interest of the people and not that of the tobacco industry.”

Ignite Organizational Objectives:

“Ignite will realize our vision and mission by holding Big Tobacco to high standards of corporate accountability for the unconscionable manipulation and addiction of the public that leads to hundreds of thousands of premature deaths every year. We will accomplish this objective by holding public officials accountable for their complacency and protection of Big Tobacco while demanding systematic government regulation of tobacco industry behavior, government regulation of tobacco, and commensurate investment in tobacco control programming. We will make tobacco an electoral issue and, ultimately, encourage young people to become public officials themselves if necessary.”