

## **ADMINISTRATIVE ASSISTANT TO THE CEO**

Crazy Horse Memorial Foundation is currently seeking a qualified candidate to fill the position of Administrative Assistant to the CEO. This Full-Time Regular position will report directly to the CEO and will be a support position for the CEO by assisting in completing various administrative/secretarial tasks and correspondence, maintain schedule commitments, assist in creating public presentations and compile donor information for CEO meetings and enter the CEO notes into the donor database, per established protocol.

The successful candidate must be able to maintain a high level of confidentiality, possess strong grammar, writing and communication skills, be highly organized, have strong time management skills and perform multiple tasks simultaneously and be able to meet project deadlines. A High School diploma or equivalent is required; an Associates or Bachelor's degree in Business Office or Business Management is preferred. A minimum of 3 years of office experience is preferred and a proven knowledge and proficiency of Microsoft Office Suite and Outlook is required. Applicants may apply by submitting a cover letter and resume to [hr@crazyhorse.org](mailto:hr@crazyhorse.org) or apply online at <https://crazyhorsememorial.org/dream/employment/open-positions/> or mail a cover letter and resume to:

Human Resources Manager  
Crazy Horse Memorial Foundation  
12151 Avenue of the Chiefs  
Crazy Horse, SD 57730-8900