

Executive Secretary Central Office

Crazy Horse Memorial Foundation in the Black Hills of South Dakota is seeking an **Executive Secretary** to assist with its Central Office operations. This is a designated support staff position for the Executive Assistant to the Chief Executive Officer (CEO EA) and thus works directly and solely under their supervision. The role of this position is to assist the CEO EA in completing various administrative/secretarial related tasks. This role requires access, availability, and attention to detail as a dedicated support position for the Senior Executive Team (SET). The position operates within Crazy Horse Memorial Foundation established policies and procedures. This role is responsible for the confidential administrative support to the CEO, SET, and Board of Directors (BOD) exercising professionalism and discretion. This support includes managing calendars, appointments, conference calls, itineraries, travel, and coordinating meetings. This person will assist CEO EA with researching, compilation, drafting, editing, and proofreading correspondence, documents, presentations, proposals, reports and coordinating materials to ensure the CEO, SET, and BOD are prepared for meetings. This position is full-time, year-round at 40 hours per week with some Evening, Holiday & Weekends required and some overtime. Compensation for this position is competitive for the region. This is an hourly position with the benefits associated with full-time, year-round employment, which include medical, dental, optical, and AFLAC insurances, Paid Personal Leave, and a retirement plan.

Essential Functions:

- Proven ability to maintain discretion and confidentiality.
- Excellent interpersonal, phone, and written communication skills, including the ability to communicate effectively and professionally with a wide range of audiences.
- Must be highly organized and have ability to prioritize and perform multiple tasks simultaneously while exercising sound judgement.
- Maintain a professional and candid demeanor representing Crazy Horse Memorial Foundation to all board directors, department leaders, staff, and public.
- Must be able to meet project deadlines.
- Maintain a positive attitude, and consistently display the ability to adapt to changes in the work environment.

Applicant must be proficient with Microsoft Office including, Word, Excel, and Outlook. A minimum of an Associates Degree in Business Administration or Business Management is preferred. Individuals interested in the position should have strong verbal, written, and interpersonal skills. The right individual for the position will have the ability to work with the public, and various levels of management effectively and with positivity.

Applicants may apply by submitting a cover letter and resume to: hr@crazyhorse.org or apply online at <https://crazyhorsememorial.org/dream/employment/open-positions/> or mail a cover letter and resume to:

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