



FINLANDIA FOUNDATION NATIONAL Executive Assistant Job Description

Job Title: Executive Assistant (Full-Time)

Location: Remote (U.S.-based preferred)

Organization: Finlandia Foundation National (FFN)

Reports to: Executive Director

Employment Type: Full-Time, 40 hours/week

Salary Range: \$25/hour (commensurate with experience)

Finlandia Foundation National (FFN) seeks a highly organized, proactive, and mission-driven Executive Assistant to provide comprehensive administrative and operational support to the Executive Director and assist with key organizational functions. This role is central to the effective coordination of communications, scheduling, board engagement, and special projects across a nationally active nonprofit organization.

The Executive Assistant serves as a liaison among the Executive Director, staff, Board of Trustees, chapters, and external partners, ensuring that organizational priorities are advanced in a timely and professional manner. The ideal candidate is detail-oriented, discreet, adaptable, and committed to supporting FFN's mission of promoting Finnish and Finnish-American culture across the United States.

Key Responsibilities

Administrative and Executive Support:

- Provide direct administrative support to the Executive Director, including managing and prioritizing calendars, scheduling meetings, and coordinating organizational deadlines
- Prepare, edit, format, and proofread correspondence, reports, presentations, and other internal and external communications
- Draft agendas, take meeting notes, and track follow-up action items to ensure timely completion
- Maintain organized digital records, files, and documentation in accordance with organizational needs

Board and Governance Support:

- Assist in coordinating Board of Trustees meetings, including scheduling, preparation, and distribution of materials for annual meetings as well as committee meetings
- Support the Executive Director in maintaining board communications and records
- Help prepare board packets, agendas, and supporting documentation in a timely and professional manner

Communication and Coordination:

- Serve as a professional liaison between the Executive Director, staff, board members, chapters, and external stakeholders
- Draft and proofread correspondence, reports, and organizational communications as requested
- Assist the Executive Director and Communications Director with website updates, newsletters, and social media coordination, as needed

Project and Program Support:

- Assist with special projects, research, and data organization as directed by the Executive Director, including initiatives such as oral history projects, contact database development, and new program support
- Track project timelines, deliverables, and deadlines for assigned initiatives
- Support cross-departmental coordination to ensure smooth implementation of organizational programs

Operational and Office Support:

- Coordinate travel arrangements and itineraries for the Executive Director and staff, as requested
- Assist the Operations Manager and office staff with supply tracking and administrative logistics as needed
- Support vendor coordination and administrative aspects of contracts in collaboration with office staff
- Provide logistical support for board meetings, staff meetings, and organizational events, both virtual and in-person

Qualifications

Education and Experience:

- Bachelor's degree preferred or equivalent professional experience
- Minimum of 3–5 years of experience in an administrative, executive support, or nonprofit role
- Experience supporting senior leadership or boards is strongly preferred

Skills and Abilities:

- Excellent organizational, time management, and prioritization skills with exceptional attention to detail
- Strong written and verbal communication skills

- High level of discretion and ability to handle confidential information with professionalism
- Ability to work independently in a remote environment while maintaining consistent communication
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook) and Google Workspace
- Strong interpersonal skills and the ability to collaborate effectively with diverse stakeholders nationwide
- Positive, solutions-oriented, and team-focused mindset aligned with a mission-driven organization

Preferred Qualifications:

- Experience with nonprofit operations, governance, or national membership organizations
- Familiarity with donor management software and CRM systems
- Experience with content management systems and social media platforms
- Knowledge of Finnish-American culture or interest in cultural nonprofit work
- Ability in the Finnish language is a plus

Working Conditions

- This is a remote, hourly position based in the United States
- Occasional evening availability may be required for board meetings or national events
- Limited travel may be encouraged for FFN programs, conferences, or Finnish-American events, as requested by the Executive Director

How to Apply

Applications for the Executive Assistant position are due May 15, 2026, or until filled. The anticipated start date for this role is June 2026.

Applicants should submit a CV, cover letter, and up to three professional references via the application form. A confirmation email will be sent upon receipt of application materials.

About Finlandia Foundation National (FFN):

As the premier Finnish-American cultural organization, Finlandia Foundation National champions a vibrant Finnish-American heritage and legacy that builds bridges between modern Finland and the United States, enabling people of all backgrounds to share in the traditions, values, and spirit of Finland and Finnish America.

Finnish heritage and Finnish-American traditions are a valuable part of our culture. We contribute to, maintain, and promote this community by offering a wide range of programming to members, chapters, partners, and friends of Finland in America centered around our six core values: **Heritage & History | Arts, Culture & Society | Education & Scholarship | Innovation & Forward Thinking | Happiness & Wellbeing | Partnership & Collaboration**. By building a solid network of nearly 60 chapters throughout the United States and increasing the number and amount of grants and scholarships for individuals, members, and friends in our network as well as programs, FFN inspires and strengthens the Finnish-American community in the United States, striving to serve as the “go to” Finnish-American heritage and cultural organization in the United States.

Founded in 1953 in Pasadena, California, Finlandia Foundation National (FFN) is the premier organization for Finnish-Americans in the United States. FFN is a leading private supporter of Finnish and Finnish-American culture, having awarded more than \$2 million in grants, scholarships, and programs since 2003. Since 2023, FFN operates the Finnish American Heritage Center (FAHC), a dynamic cultural campus that includes the Historical Archive, Finlandia Art Gallery, North Wind Books, the Finnish American Folk School, and the Finnish American Reporter, located in Hancock, Michigan.

Learn more about us at finlandiafoundation.org

Finlandia Foundation National is an equal opportunity employer and does not discriminate on the basis of race, color, religion, national origin, gender, disability, age, or any other protected status.