

The North Dakota Association of Rural Electric Cooperatives (NDAREC) in Mandan, N.D., is accepting applications for a full-time Administrative Specialist.

**NDAREC offers:**

- Competitive salary of \$56,000 to \$68,000 DOE, along with sick and vacation leave.
- Excellent benefits including health insurance with a health savings account contribution, dental and vision insurance, life and accident insurance, short- and long-term disability, a generous 401(k) plan and several others.
- Exceptional association culture that is connected, rewarding, flexible, collaborative, challenging, fun and purpose-driven.
- High quality, newly renovated, work environment with private offices, collaborative workspaces, updated technology and an onsite workout room.

**Primary responsibilities:**

- Provide association-wide operational, technical and administrative support, which requires occasional irregular business hours, including nights, weekends and holidays.
- Work on multiple assignments, projects and business documents for different service areas and meet various deadlines.
- Perform administrative duties, including routing visitors, answering the telephone, recordkeeping, taking meeting minutes, maintaining lists and databases, organizing and ordering supplies, handling mail, and arranging travel and accommodations.
- Prepare materials, packets and mailings for a variety of projects, seminars and meetings.
- Coordinate events and meetings, including all logistics, such as scheduling, RSVPs, catering, audio visual, hosting, setup and tear down.
- Supports digital platforms such as event management (Cvent), e-newsletters (Constant Contact), mobile app (Clowder), and website.

**Competencies:**

- Strong planning, organization and time management skills.
- Fluent in Microsoft Office tools, especially Outlook, Word and Excel, and overall computer literacy to manage other platforms and handle tasks efficiently.
- Tech savvy and the ability to learn new or updated software.
- Keen attention to detail.
- A team player with effective interpersonal and communication skills.
- Able to work independently, reliably and on multiple projects.
- Knowledge, or ability to quickly acquire familiarity, of the roles and functions of the association departments.
- Flexible and adaptable in various situations and comfortable interacting with different stakeholders.

**Ideal candidate:**

- A team player who is comfortable interacting with others and cultivating productive working relationships.
- Presents in a professional manner, while having a great time at the workplace.
- Can-do attitude and self-starter, who's motivated and goal oriented.
- Experience in trade associations or membership organizations is a plus.

**Experience and education:**

- Require an Associate Degree or high-school diploma/G.E.D. and 3 years of experience in a related role.
- Prefer an Associate Degree in Applied Science/Administrative Assistant or equivalent of 5 years of experience in administrative, business or communications support roles, or an equivalent of 5 years education and experience.

**Application Submission:**

Provide a cover letter and resume to Tavi Leier, HR Manager, at [careers@ndarec.com](mailto:careers@ndarec.com) or P.O. Box 727, Mandan, ND 58554.

**Application Deadline: March 16, 2026**

NDAREC is an equal opportunity provider and employer.