American Samoa Power Authority

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PUBLIC JOB POSTING

Position Title	**Board Administrator**	*Posting Date*	**November 26, 2025**
Department	**Admin**	*Deadline*	**January 7, 2026 – 4:00 p.m.**
Division	**Executive Division**		**EXETENDED DEADLINE**
Position Type	**Part Time Contract – 1 to 2 years**	*Pay Range*	**$17.29/hour; $35,963.20/year**
Reports To	**Board Chairman**	*Job Grade/Status*	**I/2/A, Non-Exempt**

Major Duties & Responsibilities

The Board Administrator provides secretarial and administrative support to the ASPA Board of Directors, ensuring its effective and efficient operation. Key responsibilities include coordinating and preparing for board meetings, taking & preparing minutes, managing board communications, maintaining records, and providing other administrative support to the board and its committees This role requires strong organizational, communication and interpersonal skills, as well as a high level of professionalism and confidentiality. Must be self-motivated, a team player and demonstrate attention to detail with sound understanding & knowledge of executive responsibilities. Duties include but are not limited to:

- Meetings coordination: Schedule meetings, prepare agendas, and distribute necessary documents to board members.
- Record management: Take minutes, maintain official board records (organize written and digital archives of ASPA Board agendas, minutes, resolutions and other board documents; update and maintain Board approved manuals, policies, and bylaws); handle correspondence related to governance.
- Administrative support: Provide secretarial support to the board and its committees, which include managing travel expenses, maintaining attendance records, prepare reports, write & post press releases as per Board directive.
- Liaison: Work closely with the Chairman of the Board, senior leadership, management, and other key stakeholders
- Communication: Serve as a point of contact for the board and ensure directors are kept informed of important developments.
- Perform all other tasks that the Chairman may assign from time to time
- Coordinate with other ASG departments, business entities, and other utilities as needed relative to ASPA operations and processes

Minimum Requirements

Education	AS degree in Business Administration, governance, and/or related areas. Certifications like Certified Board Secretary (CBS) or Certified Governance Professional (CGP) is a plus.
Experience	Must have a proven track record of administrative and secretarial experience, preferably in a governance or board-related role. A wider knowledge of corporate governance principles, legal requirements, regulations, and compliance is highly valuable for the role. Should be proficient in office software, document management systems, and online meeting tools to fill the responsibilities of a board secretary.
Skills, Abilities, Job Requirements	• Be proficient in office software (like word processing and spreadsheets), strong organizational abilities, and excellent time management. • Have a high level of integrity, discretion, and the ability to handle confidential information. • Have excellent written, verbal, and interpersonal skills. • Be able to use initiative, problem-solve, and manage situations proactively.

	• Have a good understanding of governance structures and practices is often beneficial.
Qualified applicants: *Please submit a completed ASPA Employment Application with a copy of your resume to ASPA (address listed above) by the deadline listed above. Attach copies of credentials and transcripts. Candidates selected for hire must pass examinations (when applicable), pre-employment clearances & test negative on employment drug test. ASPA reserves the right to waive education and experience requirements as necessary. Salary will commensurate with experience and education. No phone inquiries accepted.*	
An Equal Opportunity Employer * A Drug Free Workplace	