

Job Description

Job Title: Executive Assistant to the CEO & Chief Office Coordinator

Status: Full time, Exempt

Place of Performance: Downtown Washington, DC /remote work

Travel Requirements: None

Supervisor: Director of Administration

Direct reports: None

Salary: \$65,000 – \$75,000

Join a high-profile nonprofit 1,000+ members of a business association in Washington, DC. Enthusiastic team player who enjoys meeting planning, building business relationships, natural problem solver, and skilled at customer service. Join our growing team. Part remote and part in-person.

Position Description: Seeking a full-time executive assistant and office operations coordinator with 3 - 5+ years of relevant experience to fill this newly created position and support our growing team of 14 staff members. This position provides direct administrative support for the President & CEO, in addition to managing a variety of office operations tasks. Responsibilities include maintaining the President & CEO's schedule, preparing correspondence, responding to emails, interfacing directly with senior executive members and personnel, and completing research projects as needed.

Responsibilities Include:

- **Scheduling and Meeting Preparation:**
 - Manage the calendar of the President & CEO by scheduling internal/external meetings and special events, including all travel arrangements and accommodations.
 - Resolve scheduling conflicts, prioritize requests, and confirm all meetings details and expectations for the President & CEO. Keep the President & CEO on schedule and abreast of changes and high-level concerns.
 - Research and compile briefing materials to ensure the President & CEO is fully prepared for appointments, presentations, discussions, etc. Assure materials are distributed in a timely manner.
 - Communicate with staff to obtain relevant meeting/event materials and updates. Share follow-up action items with staff when relayed by the President & CEO.
 - Reconcile all expenses and submit reimbursements in a timely and thorough manner.

- **Correspondence & Projects:**
 - Manage incoming correspondence and requests for the President & CEO; prioritize items that need immediate attention; and prepare and edit letters, memos, and other correspondence.
 - Proofread and edit documents and office communications for the President & CEO's approval.
 - Track all incoming requests made of the President & CEO to ensure needed feedback is disseminated in a timely manner.

- Support the President & CEO's involvement and board/committee service with outside organizations.
 - Provide event management support as requested.
 - Other projects/duties as assigned for the overall benefit of the organization.
 - Invest in building long lasting relationships both externally and internally.
- **Office Coordination:**
- Screen and direct incoming calls and questions to the appropriate staff members. Keep a call log and track follow-up required of the President & CEO.
 - Manage meeting hospitality at the offices, including greeting visitors, arranging refreshments, and preparing office space for meetings.
 - Handle incoming and outgoing mail and share with the appropriate staff members.
 - Monitor office inventory and order supplies. Propose suggestions for office enhancements.
 - Filing and records management; supporting the Economic Club's move to digital records.

Qualifications/Desired Skills:

- Must be based in the Washington, DC metro region.
- High School, Associate, or Bachelor's Degree helpful and 3 - 5+ years of experience supporting senior-level executives (especially managing schedules and corresponding on their behalf)
- Exceptional organizational skills and impeccable attention to detail.
- Expert proficiency in Microsoft Office skills required (including Outlook, Word, Excel, and PowerPoint) and experience with data management.
- Technical proficiency and problem-solving skills related to IT infrastructure, IT support, and cloud-based environments (web-based applications)
- Strong communication skills (verbal and written); ability to interface with personnel, stakeholders, and the public in a professional manner.
- Strong organizational and time management skills that reflect ability to perform and prioritize multiple tasks seamlessly with excellent attention to detail and accuracy.
- Strong ability to execute work with diversity, equity, and inclusion lens.
- Proven ability to act with discretion and maintain complete confidentiality.
- Willingness to be flexible and adaptable in a fast-paced environment.

Benefits:

- Full benefits package, including employer paid health, dental, vision, and life insurance
- Vacation, sick, and federal holiday paid time off
- Retirement plan with employer contributions
- Interaction with executive-level leaders of the largest and most high-profile businesses in the Washington, DC, metropolitan area.

How to Apply:

- Please submit resume, cover letter, and writing sample to HR@economicclub.org with the subject line "Executive Assistant" and tell us about your organizational skills and calendar keeping experience as well as when you can start in this position.
- Final candidates will be contacted to participate in a phone and/or video interview.