Position Title: Executive Assistant Standard Operating Hours:

Monday-Friday 8:00 a.m. – 5:00 p.m.

Reports To: President Status: Salaried; Exempt

**Position Summary**:

Provides marketing, outreach and convening support to the President and serves as primary point of direct contact and liaison with various Board of Commissioners/Trustees, City staff and the public in support of redevelopment efforts in all project areas. Performs a variety of complex and confidential duties requiring knowledge of state and local political environments and organizational procedures. Supports the various Boards served by the Alliance and coordinates meeting schedule with each Board member’s assistant. Prepares and posts agenda, and distributes packets in accordance with legal requirements. Attends meetings and takes and transcribes meeting minutes. Embraces the mission statement of The Alliance through actions, deeds, and outcomes. On occasion it may be necessary to work in excess of 40 hours and the Convening and Outreach Specialist will be expected to do so as necessary.

**Essential Job Functions**:

Maintains an understanding of the organization and the various roles of others to ensure that the constituents are best served, and the organization’s resources are maximized, including an understanding of what requires the President’s attention and what may be redirected to others.

Serves as the gatekeeper with regard to the President’s schedule to ensure that the President is able to perform the necessary functions of the position and provides the support necessary to ensure that the President is able to meet the demands and obligations of the position. Ensures that there are no conflicts on the President’s schedule and if any arise takes the appropriate steps to resolve the conflicts. Screens all incoming phone calls for the President. When appropriate redirects requests to speak or meet with the President to others within the organization who may be able to assist with the issue.

Maintains, schedules and coordinates meetings, appointments, conference calls, events and other similar activities for President and others, which also includes registration, travel and lodging arrangements, includes maintaining daily and long-term calendar and ensures that President has all necessary information in advance and is fully prepared for the events on the calendar in advance of the event.

Coordinates the scheduling of Board meetings, prepares and posts Agenda, prepares Board packet, and distributes the Board packets, attends Board meetings, and takes the minutes at Board meetings and is responsible for obtaining all the necessary signatures for Board related documents, including but not limited to Board minutes. Update project files through project managers with original signature documents once documentation has been received.

Assists the President with marketing, public relations, and media contracts.

Provides support to the President as needed and necessary to ensure that the President and the Organization can perform effectively and efficiently, including the creation of systems and processes as needed to accomplish this goal.

Managing and dispersing emails to the appropriate staff member for the [Info@theallianceokc.org](mailto:Info@theallianceokc.org) email address.

Coordinates special projects as assigned including the annual charitable campaign. Assist with other community engagement activities as needed. Coordinates sponsorship and event/party coordination including participants.

Manage phone systems, set extensions, clear voicemails.

Updates Websites for Alliance and managed entities. Reviews Newsletters and print media columns for content and wording.

Point of contact for building maintenance and office maintenance staff.

Project management related tasks: include maintenance of request from violation notices; invoice requests; draft Vendor Service agreement using templates; draft simple lease form template agreements; maintain vendor service agreements; and filing of deeds and documents with the Oklahoma County Clerks office.

Operates desktop computer to compose and edit correspondence; assists with other office administration as needed.

Assists the President and legal representatives with all Open Records Requests.

Maintains high level of confidentiality on files/records.

Attends all staff meetings and other meetings as requested and takes minutes as requested.

**Additional Responsibilities:**

Other duties as requested by the President.

**Knowledge/Skills/Abilities**:

***EDUCATION***

High School diploma or equivalent. Bachelor’s Degree preferred.

***EXPERIENCE***

Five years of similar experience and work with senior executive staff OR equivalent combination of education and experience.

***REQUIRED SKILLS***

Organized and efficient, works well with others, administrative writing skills, strong oral and written communication skills, informing others, and self-motivated. Must have strong PC Microsoft Office skills (Word, Excel, Power Point). Must have, or acquire, a proficient understanding of the Oklahoma Open Meetings Act and Oklahoma Open Records Act. Must be able to exercise discretion and independent judgment. Ability to handle difficult situations effectively. Ability to work effectively with constituents. Effective and positive rapport building. Strong time management skills. Must be detail-oriented to produce accurate, high-quality work. Ability to multi-task to maintain office operations and provide executive level support to the President. Able to meet strict confidentiality guidelines. Must possess strong analytical and critical thinking skills.

***PHYSICAL and/or MENTAL REQUIREMENTS***

This is sedentary work that requires the following physical and/or mental activities:

* Sitting or standing for long periods, walking, finger dexterity, feeling, repetitive motions, talking, hearing, and visual acuity including close vision.
* Occasional lifting (up to 35 pounds).
* Required to reach, stoop, and kneel.
* Attention to Detail.
* Strong analytical and critical thinking skills.
* Capable of working independently and capable of independent judgment.
* Capable of operating in a stressful office environment.

Accommodation may be made for some of these physical demands for otherwise qualified individuals who require and request such accommodation.

Able to meet attendance guidelines established by the Alliance.

***WORKING CONDITIONS:***

Office environment. Moderate noise level. Moderate stress.

***LIMITATIONS AND DISCLAIMER***

The above job description is meant to describe the general nature and level of work being performed; it is not intended to be construed as an exhaustive list of all responsibilities, duties and skills required for the position.

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and to perform other job-related duties requested by their supervisor in compliance with Federal and State Laws.

Requirements are representative of minimum levels of knowledge, skills and/or abilities. To perform this job successfully, the employee must possess the abilities or aptitudes to perform each duty proficiently. Continued employment remains on an “at-will” basis. Nothing in this job description is to be construed as a contract of employment. All job duties are subject to change as business needs necessitate. *Nothing in this job description restricts management’s right to assign or reassign job duties as required.*

Manager’s Name Title

Manager’s Signature Date

I have read and understand the requirements of this job description (Convening & Outreach Specialist). I am able to perform the job duties as outlined in this job description with or without a reasonable accommodation. I understand that if I need an accommodation, I will request one as set forth in the Employee Handbook.

Employee Name:

Employee Signature: Date: