

The **Executive Assistant** provides expert, advanced, and professional administrative support to the CEO/President and Senior Staff.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Assist the CEO/President in the management of their daily schedule and responsibilities.
- Work with the CEO and partners to organize, run, and conclude major projects.
Provide administrative support in a liaison role to and for the PACA Board.
- Support all Senior Staff in the accurate and timely execution of general administrative tasks.
- Research, gather, and refer publication materials for the preparation of complex business documents and spreadsheets for meetings and events.
- Coordinate all meetings for CEO/President, including identifying location, inviting attendees, preparing agendas, confirming catering arrangements, and testing audio visual (AV) equipment.
- Receive and route all incoming calls, arrange callbacks, and provide back-up materials for callbacks.
- Receive all guests for the CEO and ensure all required information and materials are available.
- Maintain a database of key constituent groups, such as governmental, arts, media, and others.
- Assist the CEO/President in drafting, proofreading, and signing of letters, confidential papers, etc.
- Will independently initiate routine and non-routine correspondence, memoranda, and reports.
- Coordinate business trip scheduling and arrangements within budgetary requirements.
- Monitor all aspects of the reception area, in the absence of the primary receptionist and the receptionist's supervisor, as needed.
- Assign tasks to substitute receptionists in order to perform administrative support as needed.
- Administer House Seat allocations, requests, and distribution following BCPA procedures.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

- Able to exhibit appropriate, professional, and corporate demeanor when interacting with members of the public, PACA Board, community leaders, and PACA employees.
- Skilled in corporate and secretarial procedures, practices, protocols, and office machinery.
- Able to handle projects and communications of a highly sensitive and confidential nature.
- Able to multitask, set priorities, shift priorities, and adapt to changes in situations.
- Able to work within approved budgets and negotiate best costs at all times.
- High level of proficiency in the use of Windows based programs, such as Word, Excel, Outlook, PowerPoint, and database management software.
- Knowledgeable of corporate communications, formatting and documents.
- Able to supervise all aspects of a staff as needed.
- Able to research information and compile reports.
- Able to create and process large mailings.
- Able to type 60 words a minute with 98% accuracy.
- Able to work independently and proactively in a fast-paced environment.
- Have highly effective organizational, project management, and analytical skills.
- Able to communicate effectively, both verbal and written, in English.

REQUIRED EDUCATION AND EXPERIENCE

- AA/BA: Business or any equivalent combination of training and experience.
- 5 - 10 years of administrative experience supporting a senior level executive (required).

If you are interested in this opportunity, please submit your resume to execsearch@browardcenter.org.

