



The Leader of Houston's New Majority®

Executive Assistant to the President & CEO

Job Description

- Perform administrative duties and office support activities for the President/CEO and members of the Chamber management staff, including the scheduling of multiple individuals/calendars
- Ensure the CEO's involvement in project or decision-making processes takes place at key times, where their input and authority is most needed
- Prepare the CEO for meetings by providing all information necessary to be productive and engaged; follow up on related items as necessary
- Strategically manage the CEO's time, tracking external opportunities, including travel time and meeting plans, and assessing their fit against priorities
- Support the CEO in maintaining strong relationships with sponsors and stakeholders, including supplying background information on prospects
- Support daily office operations; reviewing multiple email accounts, answering phones, greeting and directing guests, filing, data entry
- Provide internal and external communications support by drafting emails, reports, memos, presentations, etc.
- Assist with internal communications within the team to ensure individuals have the information they need
- Oversee meeting preparation and planning for Board of Directors and various Committee meetings, ensuring materials are distributed in advance of meetings
- Monitor term lengths of Board and Committee members
- Track key performance indicators and update as needed
- Participate in stewardship activities
- Assist in preparation for events/programs and services
- Maintain office decorum and appearance
- Procurement of office and other supplies as needed
- Other duties as needed

Required Skills

- Bachelors and/or Associates degree required
- Bilingual (English/Spanish) preferred
- **Minimum 5 years of work experience** handling similar job duties within the nonprofit sector preferred
- Experience with social media platforms including Facebook, Instagram, LinkedIn, Twitter, and YouTube
- Excellent project management skills with the ability to coordinate activities', including excessive schedule and coordination of multiple calendars
- Highly driven, self-motivated, and results-oriented, with enthusiasm for change and the HHCC's commitment to ongoing evolution and improvement
- Strong written and verbal communications skills, with a proven record of engaging with individuals and organizations at all levels, including C-suite executives, elected and appointed officials and community leaders
- Solid analytical and technical abilities with high standards and the highest quality of work
- Excellent organizational and time management skills with the ability to create order
- Incredibly reliable, conscientious, and thorough with the ability to spot errors and correct for mishaps before they happen
- Natural problem solver with sound professional judgment, demonstrated professional maturity, and the ability to meet adversity with tenacity
- Ability to handle sensitive and confidential situations and exercise appropriate discretion
- Ability to take feedback and apply changes in a quick, efficient manner
- Proactive with the ability to independently manage multiple priorities in a fast-paced, high pressure environment
- Professional demeanor (dress, presentation, etc.)
- Strong Computer Skills with knowledge and proficiency in Outlook, Excel, Word & PowerPoint
- Demonstrated commitment to creating and sustaining a positive workplace