



Job Title:	Executive Assistant
Reports To:	President / CEO
Location:	Jefferson County, Colorado
Type:	Full time, salaried
Pay Range:	\$45,000 to \$60,000 + Bonus Potential
Benefits:	Health; 401k; STD; LTD; Vision; Dental; Life; Generous PTO
Timeline:	Immediate

ORGANIZATION SUMMARY

The Jeffco EDC has three distinct verticals – economic development, West Metro Chamber of Commerce, and Leadership Jeffco. Collectively, we believe the cornerstone to a healthy community is through access to quality jobs and our mission is create and retain those jobs. From small business to larger corporations, we are the one stop shop for developing and attracting industry to Jefferson County. Our leadership arm includes our traditional annual class, youth leadership class, and the annual peer community leadership exchange (PCLE). Sitting at the crossroads of government, nonprofit, and private sector leaders – the EDC is driven by creating opportunities for our community. We are looking for team members that buy into these same principles and have a desire to build the business community with us.

POSITION SUMMARY

The executive assistant is responsible for the day-to-day shared service management for the President/CEO and organization's three vertical leaders. As a critical member of our operations team, no two days will be the same as you work to ensure a smooth operational environment in our fast-paced service of Jefferson County businesses. Utilizing technology / software and a keen ability to navigate personalities, you will be the go-to team member.

CORE RESPONSIBILITIES: Essential duties and tasks to be performed include

- Assist the President/CEO and vertical leaders with administrative duties to include managing IT contractor; facility needs; office supplies; and other misc. operational essentials.
- Assist the President/CEO and vertical leaders with the preparation and execution of organizational meetings, programs, and events, primarily logistical items, and calendar management for external invites.
- Responsible for new personnel entry into all system enrollments.



- Responsible for the coordination and correspondence for all Board of Directors, Board of Governors, Strategic Advisory Committees, and similar for meetings, including collection of board reports, creation of board minutes, and miscellaneous information.
- Serve as Secretary to the Board of Directors, maintain records and files for audit purposes, and ensure accurate information on website and database.
- Manage Salesforce CRM for investors, committees, and similar.
- Act as Enterprise Zone administrator and responsible for contribution project management.
- Work with external CPA/finance contractor to submit A/Rs and A/Ps and ensure proper recording is satisfied
- Additional duties and special projects as assigned.

BASIC SKILLS & EXPERIENCE: Minimum requirements to perform this role include

- Administrative experience working within a high exposure level to community leaders and dignitaries/visitors
- High school degree or equivalent
- Excellent communication skills (written, verbal and presentation).
- A desire to provide exceptional customer service.
- Ability to multi-task while demonstrating attention to detail using good organizational skills with the ability to prioritize tasks.
- Ability to work both independently and on diverse and dynamic teams.
- Proficient using all MS office programs

PREFERRED SKILLS & EXPERIENCE: Ideal candidate will have these skills, education, experience

- Five (5) years of exemplary administrative experience.
- An Associate degree or related certification
- Experience with Salesforce, BoardEffect, Monday
- Previous experience working with volunteer boards or non-profits