



Job Announcement

Job Title: Executive Assistant to President & CEO
Reports To: President & CEO
FLSA Status: Exempt
Location: Tallahassee

BASIC PURPOSE:

This job is responsible for performing high level confidential administrative duties in support of the Florida Sports Foundation (FSF) President & CEO and as necessary for other members of FSF senior staff. Independent thought and decision making is required.

ESSENTIAL ACCOUNTABILITIES or TASKS:

- Provide administrative duties as directed by the President & CEO and other members of FSF senior leadership to include calendars, meeting schedules, travel arrangements, coordinating itineraries, processing expense reports, production of reports and graphics, arranging teleconferences and webinars while ensuring discrete disposition of confidential matters.
- Initiate and promote regular communication between administrative staff of FSF, EFI and strategic partners and industry partners around the state. Report announcements and/or items of importance learned from these communications to the President and executive management of EFI.
- Prepare correspondence such as thank you letters after meetings and other events.
- Review incoming correspondence to determine disposition and follow-through. Prepare responses as necessary/requested on behalf of the President & CEO.
- Provide administrative backup to the Vice President – Operations (VPO).
- Serve as primary liaison between EFI/FSF staff, visitors, external phone contacts and the CEO's office.
- Provide administrative support to the human resources department implementing the EFI's employee policies and procedures.

- Office management support to administration, including maintenance and building management of premises and management of external suppliers.
- Provide general office management including answering the phones and being a first point of contact for inquiries, and ordering of office supplies/materials, mail and routine correspondence
- Provide support to team on IT issues and where necessary resolve problems with the help of an external IT consultant.
- Provide administrative support to Director of External Affairs ahead of meetings and events; producing information, photocopying and other required tasks.
- Provide support for the production of materials for workshops and events, including formatted documents compiled in presented booklets or packets, presentations and supporting materials.

SUPERVISORY RESPONSIBILITIES:

Not applicable for this position

ACCOUNTABILITY: Impact and Scope:

No financial or other measurable accountabilities have been identified for this position

MINIMUM QUALIFICATIONS REQUIRED:

- Seven years' experience as executive administrative assistant
- Excellent competency with Microsoft Office applications
- Demonstrated experience working with senior level executives
- Excellent business writing skills encompassing varied types of business/executive communications
- Experience with state government and legislative protocol, operations and processes
- High school graduate

PREFERRED QUALIFICATIONS:

- A.A. degree or relevant college-level coursework
- Previous experience in a government or not-for-profit organization
- Certification with International Association of Administrative Personnel (IAP)
- Knowledge of board administration procedures

Send resume with salary history to: hrdirector@enterpriseffl.com

EFF and FSF are subject to the Public Records Law and the Sunshine Law; therefore, submissions to this job announcement could be subject to public disclosure.

No agencies please. No phone calls please.