



Job Description

Job Title: Executive Assistant
Last Date Revised: February 2018
Reports to: President & CEO
FLSA Status: Exempt

The Austin DMO, Inc. (d/b/a Downtown Austin Alliance) is a non-profit, 501(c)(4) corporation dedicated to increasing the value and vitality of downtown Austin. The organization is engaged in a myriad of projects and issues that contribute to the safety, cleanliness, accessibility, and appeal of downtown Austin for the enjoyment of residents, employees, and visitors. Broadly speaking, the organization's vision and voice are manifest in two primary ways. The first way is through advocacy and engagement in planning decisions that impact downtown. The second way is through direct services that supplement city services of cleanliness and safety. The areas of focus include promoting economic development, recruiting appropriate retail businesses, improving access and mobility, addressing key safety and cleanliness issues, partnering to revitalize parks and green spaces, and fostering the success of arts, entertainment and cultural events and programs in downtown Austin.

Purpose of Position

This position provides advanced administrative support to the CEO and departmental teams as directed. Primary duties include meeting/project coordination, calendar management, preparation of correspondence and reports across multiple departments in a fast-paced environment. The position requires a thorough overall knowledge of the goals and direction of the organization and the ability to work closely with the CEO using sound judgment and discretion.

Essential Job Responsibilities

Provides high-level administrative support to the CEO and senior management team as assigned by conducting research, preparing meeting agendas and reports, recording minutes, handling information requests and performing clerical functions such as preparing correspondence.
Serves as a liaison to the board of directors and senior management team, organizes and coordinates executive outreach and external relations efforts, and oversees special projects. Maintains discretion and confidentiality in relationships with all board members. Communicates directly, and on behalf of the CEO, with board members, members, sponsors, and others, on matters related to programmatic initiatives.
Performs committee meeting scheduling and logistics including polling participants, sending notices/invitations, reserving locations, ordering food, and managing technology (including setup and takedown).
Assists with database management by keeping information current, pulling lists and sending targeted member outreach for events and specific communications.
Performs general office duties including answering phone calls and directing calls to appropriate

parties or taking messages, greeting visitors, filing and retrieving corporate documents, records and reports, and making travel arrangements for executives.
Contribute to the efficiency of the organization by performing other duties and participating in special projects, as assigned

Minimum Job Qualifications:

Education

- Undergraduate degree, business school or equivalent training/experience required.

Experience

- 10 or more years of experience.

Certifications / Additional Job Requirements

- Proven ability to handle confidential information with discretion, be adaptable to various competing demands, and demonstrate the highest level of customer service and response.

Competencies and Skills:

Strong interpersonal communications skills
Attention to detail
Ability to prioritize multiple tasks and deadlines
Ability to work in a team or independent environment
Strong writing skills
Database CRM experience
In-depth knowledge and execution of all Microsoft Office applications
Flexibility
Thoroughness

Management / Supervisory Responsibility:

This position is not responsible for the supervision of others.

Accountabilities:

- | | | | |
|-------------------------------------|---------------------------------------|--|---|
| <input type="checkbox"/> Hire/Term | <input type="checkbox"/> Compensation | <input checked="" type="checkbox"/> Budgets | <input type="checkbox"/> Assign Work |
| <input type="checkbox"/> Discipline | <input type="checkbox"/> Appraisals | <input checked="" type="checkbox"/> Planning | <input type="checkbox"/> Work Review |
| <input type="checkbox"/> Coaching | <input type="checkbox"/> Promotions | <input type="checkbox"/> Training | <input checked="" type="checkbox"/> Work Leader |

Knowledge Required

- Ability to perform administrative duties with speed, attention to detail and accuracy, and to work independently.
- Excellent written and oral communication skills.
- Ability to keep information organized and confidential.
- Ability to use discretion and good judgment, knowing when to make a decision and proceed accordingly and when to seek approval before moving forward.
- Excellent interpersonal skills: ability to interact diplomatically in establishing and maintaining cooperative working relationships with a wide range of individuals including coworkers, investors, board members, partners, and the general public.
- Advanced technology skills with ability to troubleshoot problems and train others as needed.

Physical & Sensory Demands of the Position

Physical, sensory and mental requirements necessary to perform this job

Seeing	Yes	Driving	No	Judgment	Yes
Perceptions	Yes	Pushing/Pulling	No	Decision Making	Yes
Hearing	Yes	Communications	Yes	Understanding	Yes
Speech	Yes	Verbal	Yes	Problem Solving	Yes
Dexterity	Yes	Reading	Yes	Directions	Yes
Movement	No	Writing	Yes		<input type="checkbox"/>
Climbing	No	Clerical	No		<input type="checkbox"/>
Lifting/Carrying	No	Analysis	Yes		<input type="checkbox"/>
- # of lbs.		Comprehension	Yes		<input type="checkbox"/>

Job Description Approvals:

Management: _____ Date _____

Human Resources: _____ Date _____