

**Job Position: Executive Administrative Assistant
Central Houston, Inc.**

Central Houston (www.centralhouston.org) is an advocate for downtown redevelopment and catalyst for collaboration through facilitation and leadership. Central Houston, in association with other associated entities—Central Houston Civic Improvement, Inc., the Houston Downtown Management District, and the Downtown Redevelopment Authority—has facilitated many of the public and private projects that have transformed downtown over the past 35 years.

Description: Provides a variety of administrative duties in support of the President and Chief Operating Officer. Work assignments may be complex and/or confidential in nature, requiring considerable judgment, tact, creativity and initiative. Position directly facilitates the efforts of the boards of directors as well as the executive staff.

Essential Duties and Responsibilities

1. Serves as liaison between the President, directors and visitors. Coordinates and schedules appointments and meetings; resolves calendar and scheduling conflicts; maintains comprehensive, up-to-date contact database.
2. Takes all telephone calls to the President and handles in an appropriate manner based on in-depth knowledge of the organization's procedures and projects in progress.
3. Supports President and Chief Operating Officer in coordination/organization of project-based work (e.g. contract files, grant applications and administration).
4. Facilitates agendas, advance materials and meeting books for board of directors and executive committee meetings for Central Houston (quarterly) and the Houston Downtown Management District (monthly).
5. Creates, transcribes, and distributes meeting minutes.
6. Works together in teams to facilitate other internal/external meetings as needed.
7. Assists with communication with Central Houston membership including: maintaining database of contacts, sending meeting invitations, maintaining RSVP lists, and preparing invoices and thank you letters.
8. Assists with Central Houston's main fundraising event which attracts 800 attendees, the Annual Meeting luncheon.
9. Provides travel assistance to President and other personnel as needed. Provides coordination of travel plans for out-of-town visitors.
10. Assists with receptionist duties as needed for backup of overall support staff.
11. Plans and executes monthly staff meetings and quarterly employee social events.
12. Other duties as assigned.

Education and Experience Requirements

1. Associate's or Bachelor's degree preferred. Proven experience in supporting an executive leader of a high-profile organization.
2. Computer literate with demonstrated proficiency with Microsoft Office Suite programs and database software.
3. Duties require professional verbal and written communication skills. Work demands attention to detail, excellent organizational skills, and discretion with confidential information.
4. Work requires willingness to work occasional scheduled overtime.
5. Self-starter able to work with direction or independently as required. Strong time management skills.
6. Team player willing to assist others when needed.
7. Demonstrated ability to support multiple people at an executive level and multi-task meeting deadlines.

Salary range is dependent upon knowledge and experience. Full benefits, including group health insurance, a transportation allowance, and an employer-matching 401k plan are offered.