



JOB TITLE: Assistant to the Executive Director

FLSA STATUS: Exempt

REPORTS to: Executive Director

SALARY RANGE: \$45,000-65,000

Effective Date: March 1, 2026

SUMMARY:

The Assistant to the Executive Director is a senior-level support role responsible for managing the operational, strategic, and relational demands of the Executive Director's office. This position functions as an extension of the Executive Director by anticipating needs, managing complex scheduling, coordinating high-level communications, and serving as the primary administrative liaison to the State Workforce Investment Board (SWIB). The Assistant enables the Executive Director to focus on strategy, leadership, and external engagement by managing the realities, pace, and complexity of the role.

This position requires discretion, sound judgment, awareness, and the ability to operate independently in a high-visibility environment.

ESSENTIAL JOB FUNCTIONS:

Executive Support

- Manage the Executive Director's calendar, priorities, and scheduling across internal, external, and statewide commitments.
- Anticipate scheduling conflicts, prep needs, and follow-ups related to the Executive Director's responsibilities.
- Coordinate all travel logistics for the Executive Director, including itineraries, briefing materials, and expense reporting.
- Prepare correspondence, briefing memos, presentations, and meeting materials on behalf of the Executive Director.
- Serve as the primary gatekeeper and initial point of contact for matters directed to the Executive Director.
- Maintain strict confidentiality in handling sensitive information.

SWIB Board Support and Liaison

- Serve as the Executive Director's administrative Liaison to the State Workforce Investment Board and Executive Committee.
- Coordinate SWIB and Executive Committee calendars, agendas, materials, and distributions.

- Ensure compliance with board bylaws, open-meetings requirements, and material deadlines.
- Support board orientations and executive-level governance processes.
- Maintain strict confidentiality related to board, personnel, and strategic matters.

Strategic & leadership Team Support

- Participate as an adjunct member of the Executive Team, supporting meeting planning, agenda development, and follow-up.
- Coordinate executive-level meetings, retreats, and leadership convenings.
- Track action items, deadlines, and commitments tied to the Executive Director's priorities.

Communications & Relationship Management

- Interface professionally with senior government officials, board members, agency heads, employers, and external partners.
- Manage sensitive communications and ensure timely responses aligned with executive priorities.
- Always maintain executive-level professionalism and discretion.

KNOWLEDGE, SKILLS & ABILITIES:

- Exceptional organizational, communication, and judgment skills.
- Ability to manage complexity, ambiguity, and competing priorities.
- Strong situational awareness.
- Advanced proficiency in Microsoft Office and executive-level document preparation.
- High degree of discretion, confidentiality, and emotional intelligence.
- Ability to operate independently and proactively in a fast-paced leadership environment.

EDUCATION AND EXPERIENCE REQUIREMENTS:

- Minimum of 3 years of experience supporting senior executives, boards, or complex organizations.
- Experience with boards, public policy, government, or workforce/economic development strongly preferred.
- Completion of aligned educational programs is encouraged but not required.

To apply for this opportunity, please send a cover letter and resume, including the below information, to maryannmyers@acceleratems.org, before 5:00 PM CST on Friday, February 20, 2026.

- Name, address, telephone number, and email
- Desired salary
- Previous positions, including titles, duties, employers, locations, and dates of employment
- Names of previous supervisors
- Specific prior experience and skills related to the job
- Brief narrative with information such as why you're interested in, or qualified for, the job
- Degrees, licenses, and/or certifications
- References (typically three references with contact information)