



JOB TITLE: Executive Assistant

FLSA STATUS: Exempt

REPORTS to: Chief Operations Officer

LOCATION: Jackson, MS

SALARY RANGE: \$40,000-\$50,000

Effective Date: February 28, 2023

SUMMARY:

This position reports directly to the Chief Operations Officer and is responsible for supporting the daily operations of the Executive Director, executive team, and program managers to ensure an organized and efficient operation. Duties include schedule management, communication management, email management, phone organization, response management and administrative support for project efforts where needed and applicable.

ESSENTIAL JOB FUNCTIONS:

- Acting as initial contact for visitors to the office and as point of contact among executives, employees, the general public and other external partners
- Managing information flow in a timely and accurate manner
- Maintaining office services by organizing office operations and procedures, designing filing systems, completing requisitions, maintaining and organizing the office's project management software
- Support the Chief Operations Officer by assisting in the planning and implementation of office systems, layouts and equipment procurement
- Supporting internal communications
- Coordinating and supporting group meetings
- Coordinating and planning working meetings including logistics, technology, food and beverage, and other relevant needs
- Answering telephone calls and emails from constituents and interested parties and directing them to relevant staff
- Proactively managing varied obligations from executive team
- Supporting continuous improvement of office operations, policies and procedures
- Managing special projects as assigned by the executive team

KNOWLEDGE, SKILLS & ABILITIES:

- Strong written and verbal communication skills to produce reports, assign tasks, accept instructions and handle requests from external entities, among other tasks
- Excellent interpersonal skills, resourceful, accurate and detailed oriented

- Ability to multi-task and work under pressure to perform diverse responsibilities requiring confidentiality, initiative and sound judgment
- Strong knowledge of Microsoft Office, including Word, Excel, PowerPoint and Outlook, with proficiency in Excel
- A wide range of technological skills across multiple platforms
- Ability to work independently
- Ability to implement a project and see it to completion

EDUCATION AND EXPERIENCE REQUIREMENTS:

- At least 3 years of experience serving an office support or project management role or commensurate experience
- Aligned educational program completion 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 CT on Friday, March 17th, 2023.

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