



DOWNTOWN LONG BEACH ALLIANCE

JOB DESCRIPTION

POSITION TITLE: EXECUTIVE ASSISTANT

REPORTS TO: PRESIDENT AND CEO

POSITION SUMMARY

The purpose of the Executive Assistant is to support the Downtown Long Beach Alliance (DLBA) President and CEO in the accomplishment of all organizational objectives. The overall goal of the position is to enhance and organize the administrative functions, which maximize the operating efficiency of the organization. This position provides administrative support for the President/CEO and maintains coordination of activities within the Administrative Department.

ESSENTIAL TASKS AND RESPONSIBILITIES

- Support President and CEO with daily and ongoing administrative tasks
- Prepare and disseminate meeting announcements, agendas, minutes and supplementary materials
- Provides proactive coordination of the President and CEO's calendar, meeting schedule and travel arrangements. Provides support to coordinate a complicated and fast-changing calendar. Prepares detailed meeting materials in advance for review.
- Prioritizes and handles arrangements for Board of Directors and committees and other executive gatherings including scheduling meetings, room reservation and set up, agenda development, preparation and distribution of meeting materials and minutes, speaker arrangements, development of meeting minutes and all associated communications.
- Assists as needed to provide organizational support for administrative and program efforts.
- Screens and responds to telephone calls, mail and visitors to the President and CEO and the DLBA. This position serves as the primary contact for the DLBA, interfaces with board members, their staffs and public and private sector leaders.
- Composes original correspondence and maintains executive and general files.
- Assists management team with the creation and distribution of reports
- Maintain excellent customer service protocols, facilitating the resolution of concerns, requests and suggestions from community members
- Oversee general office operations, including tracking and ordering supplies, and maintaining equipment

- Perform general office and clerical duties, including data entry, file management, archiving and answering telephones
- Supervise Administrative Assistant and delegate responsibilities appropriately to ensure maximum operational efficiency
- Assist the DLBA management team and staff in other projects and activities to fulfill the mission of the organization while performing any other tasks assigned by the President and CEO relevant to achieve the objectives and purpose of the position

POSITION SPECIFICATIONS

MINIMUM QUALIFICATIONS:

- High school diploma required with associates or bachelor's degree preferred and minimum four to six years of experience as an Executive Assistant.

REQUIRED QUALIFICATIONS:

- Intermediate to advanced computer skills required in Microsoft Word, Excel, PowerPoint, Outlook, CRM and QuickBooks
- Excellent business writing skills required with capability to draft own correspondence. Three years of experience taking accurate and timely meeting minutes.
- Professional demeanor coupled with excellent interpersonal and telephone skills to allow positive interaction with board members, their staffs and public and private sector leaders.
- Three years of experience in coordinating complicated schedules for group meetings.
- Demonstrated organizational and prioritization skills, with ability to multitask, meet deadlines and manage multi-step projects in a fast paced environment. Sense of urgency when necessary, excellent task management and follow-through.
- Must be highly attentive to detail, work with a strong emphasis on accuracy and quick turn-around, and must be flexible and adaptable.
- Ability to work and solve problems independently while providing an atmosphere of confidentiality and discretion.
- Demonstrated ability to work successfully with diverse groups and must be team-oriented.
- Audio visual experience to include setup and execution for both on and offsite locations. Ability to troubleshoot beneficial.
- Must demonstrate ability to operate and make decisions at a level appropriate to this position.
- Must be detailed and results-oriented with strong organizational skills; ability to take directions effectively and work well with others while displaying the capability of working independently with little supervision.

PREFERRED QUALIFICATIONS:

- Bachelor's degree and five to seven years comparable experience.
- Working experience in evaluating financial statements and practical application of accounting principles.
- Residence within 20 minutes of Downtown Long Beach
- Knowledge of current issues and critical leadership themes throughout Long Beach community with a particular focus on Downtown (nonprofit, private, and public sectors).

POSITION ENVIRONMENT

DLBA provides a plethora of services to Downtown stakeholders and is primarily funded by tenants and commercial and residential property owners of the Business Improvement Districts. Passion and creativity for placemaking, urban design and public space is a must. The position requires some nights, weekends and off premise work (within and outside Downtown Long Beach), which may entail but not be limited to:

- Regularly walking the District and interfacing with businesses to become familiar with customer and business traits and behaviors.
- Attending various meetings and facilitating outreach programs within the Downtown community.

Downtown Long Beach is a culturally diverse environment. The DLBA is committed to complying with State and Federal laws which include Fair Employment Practice laws, which provide equal opportunity in employment to all persons regardless of race, color, national origin, sex, age, religion, veteran status, or disability.

MISSION STATEMENT

The DLBA is a non-profit organization whose mission is to cultivate, preserve and promote a healthy, safe and prosperous Downtown.

COMPENSATION

The Executive Assistant is an exempt employee. Compensation range between \$55,000 - \$65,000 annually is commensurate with experience and includes full medical, dental and vision benefits. Employer contribution to 401k. Vacation, sick days, and a monthly parking pass are also included.

TO APPLY

Please send cover letter, resume, references, and expectations to info@dlba.org. Incomplete packets will not be considered. No phone calls please.