

Executive Assistant

The Siouxland Chamber of Commerce (Chamber) and The Siouxland Initiative (TSI) are in pursuit of an Executive Assistant. This position will provide administrative support and assistance to the executive staff, while serving as the primary communication with the Chamber and TSI boards. This position reports to the Chamber President and Executive Vice President, working in concert with all other Chamber employees.

Essential Duties and Responsibilities

Primarily responsible for screening and responding to incoming calls and correspondence, as well as receiving and interacting with incoming visitors and external customers

- Record, transcribe, and distribute minutes of meetings for the Chamber and TSI boards, as well as the Chamber Executive Committee
- Oversee the maintenance of Chamber and TSI board member lists and terms
- Maintain records of committee meetings and provide for the safe keeping and disposition of all official records of the boards
- Ensure attendance and quorums at Chamber and TSI board meetings
- File and retrieve documents and reference materials
- Maintain and update organization calendar
- Purchase office and janitorial supplies
- Proof-read Chamber / TSI correspondence for accuracy, punctuation, and grammar
- Coordinate project-based work
- Plan and organize various committee meetings monthly
- Open, sort, and distribute incoming correspondence
- Manage President's calendar and independently schedule appointments
- Assist the Executive Vice President in drafting the Iowa Legislative Agenda and coordinate government relations meetings and events during the legislative session
- Foster working relationships with representatives of the Iowa Legislature
- Schedule guests for Grow Siouxland radio program

Competency

- Demonstrates high level of organization and attention to detail
- Meets commitments
- Maintains confidentiality
- Writes clearly and informatively
- Communicates skillfully and diplomatically
- Demonstrates accuracy and thoroughness

- Completes administrative tasks on time and completely
- Prioritizes and plans work activities; uses time efficiently
- Able to deal with frequent change, delays, or unexpected events
- Balances team and individual responsibilities
- Contributes to building a positive team spirit
- Works ethically and with integrity
- Upholds organization's values
- Commits to long hours of work when necessary to reach goals
- Asks for and offers help when needed

Qualifications

- Associate's Degree (A. A.) from a college or university; or three to five years related experience and/or training; or equivalent combination of education and experience.
- Proficiency in MS Office (Excel, Word, Outlook, and Power Point)
- Internet applications
- Must be intimately aware of the tri-state region and be able to answer questions and direct inquiries
- Excellent verbal and written communication
- Working knowledge of Social Media is a plus
- Knowledge of graphic design software: Microsoft Publisher, Adobe Illustrator, Adobe In-Design, Adobe Photoshop is a plus