



The
PRESIDENTS' COUNCIL

Building Economic Empowerment



The
PRESIDENTS' COUNCIL
BUSINESS CHAMBER



THE PRESIDENTS' COUNCIL
F O U N D A T I O N

Supervisory Responsibilities: N/A

Contacts: Internal and External Clients

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FLSA Status: Salary/Non-exempt

Hours: 40 hours per week required

The Presidents' Council, located in downtown Cleveland with convenient access to public transportation, **supports, develops, and advocates** for our region's current and future generations of African American entrepreneurs and leaders through our two flagship programs, Emerging Entrepreneurs and PC Scholars and our Business Chamber; NEOH's primary African American Business Chamber.

Position Title: Executive Assistant & Communications Coordinator

JOB PURPOSE:

The Executive Assistant & Communications Coordinator (EACC) provides executive level support to the Senior Executive and plays a central role in the coordination of program and communications activities. The EACC works independently, with support, and collaboratively with other Presidents' Council staff in the following areas, among others: program planning, coordination and evaluation; research to support program development; internal and external meeting planning, logistics, facilitation and documentation; support for training activities; providing technical assistance to partner organizations; assisting with proposal and report writing; publications/materials development; website maintenance; maintaining constituent and press lists; and using social media and other communications tools to further organization's mission.

As a full-time employee, you are expected to work 5 days a week as well as evenings and weekends as necessary.

QUALIFICATIONS:

The EACC must possess research, analytical, interpersonal, organizational, and communications skills, as well as the ability to exercise extensive professional discretion, independent judgment, business acumen, and diplomacy. The EACC may also assume responsibilities for special projects and will assist with organizational-level communications activities as well as program specific communications. The ideal candidate will be experienced in handling a wide range of administrative and executive support related tasks and be able to work independently with little or no supervision. This individual must quickly master protocols and procedures, adapt to a varied and changing workload, be well organized, task oriented and enjoy the administrative challenge of supporting a Senior Executive. The ability to interact with staff (at all levels) and communicate effectively with board members, community partners, chamber members, elected officials, vendors, and constituents in a fast paced environment, sometimes under pressure, remaining flexible, proactive, resourceful and efficient, with a high level of professionalism and confidentiality is crucial to this role. Expert level written and verbal communication skills, strong decision making ability, positive attitude, high standard of personal accountability, attention to detail, and eagerness to learn and apply new skills are equally important.

MUST HAVE:

- 3+ years experience supporting a Senior Executive
- Excellent calendar management skills, including the coordination of meetings
- Strong knowledge of MS Office, including Word, Excel, PowerPoint and Outlook
- College Degree
- Strong Communication skills (written and verbal)
- Ability to develop and execute effective year-long communications and marketing plan
- Technology skills (WordPress, website management, newsletters, eblasts, emails, videomail, etc)
- Ability to master existing & new social media platforms (Constant Contact, Instagram, LinkedIn, Facebook, Twitter, etc.)
- Demonstrated strong organizational and communication skills
- Willingness to engage in continuous learning
- Outstanding ability to work effectively in teams of diverse people and organizations
- Strong organizational, computer, problem-solving and analytical skills
- Highly self-motivated and directed
- Ability to thrive in a fast paced, high productivity work environment

STRONGLY PREFER:

- Support experience in a non-profit and/or small office environment
- Experience successfully creating and/or driving committee work

PRIMARY RESPONSIBILITIES: This position includes, but is not limited to, the following responsibilities:

ADMINISTRATIVE ACTIVITIES

- Be responsible for heavy calendar management, requiring interaction with both internal and external executives, assistants, and community partners, to coordinate a variety of meetings
- Prepare agendas and make arrangements for committees, board of trustees, member, and other meetings
- Assist Senior Executive and other staff as assigned on special events, such as fundraising activities, golf outing, annual meeting, and other organizational events (registration, logistics, etc.)
- Answer phones and direct all incoming calls to appropriate party promptly and efficiently
- Attend organization meetings as requested to take and record minutes
- Compose/create correspondence, reports, and presentations
- Update and manage database
- Update and chase delegated tasks/action items from meetings to ensure deadlines are met
- Prioritize and manage multiple projects simultaneously, and follow through on issues in a timely manner
- Arrange travel schedule and reservations for Senior Executive as needed
- Perform general clerical duties which include: ordering supplies, equipment maintenance, ensuring office organization and cleanliness, copying, faxing, mailing, answering telephones and filing
- Retrieving mail
- Bank Deposits
- Maintain confidentiality in all aspects of client, staff, and organization information

COMMUNICATIONS ACTIVITIES

- Help maintain ongoing, effective communication and coordination among team members, including off-site staff and external partners
- Assume a central role in monitoring, maintenance and improvement of The Presidents' Council websites and program websites
- Assist with maintaining and utilizing the Presidents' Council's social media accounts in accordance with agreed upon approaches and protocols
- Manage media relations including pitching stories and building relationships with reporters that result in Senior Executive interviews and/or appearances
- Play a lead role in maintaining and utilizing The Presidents' Council's contact databases for organizational and programmatic communications and media contacts
- Develop and maintain organizational communications calendar
- Assist The Presidents' Council to utilize state-of-the-art technology for internal and external communications and marketing, including webinar and videoconference tools
- Ensure dissemination of timely and high-quality program and organizational electronic newsletters
- Help document The Presidents' Council work through photography
- Help write and develop program summaries, presentations, articles, grant applications, publications, issue/policy briefs, reports, and other written materials
- Copy Senior Executive on all organizational communications

PROGRAM ACTIVITIES

- Conduct internal and external meeting scheduling, planning, logistics, and documentation
- Support data collection and quality monitoring to evaluate program effectiveness
- Conduct basic research to support program development and proposal writing
- Research and monitor funding opportunities and contribute to the development of grant/contract proposals
- Actively contribute to the advancement of the organization and its mission, including assisting the Senior Executive in executing strategic planning and the development of new business opportunities
- Participate in positive, effective relationships with community and national partners

MEDIA RELATIONS

- Maintain and cultivate relationships with media personnel
- Draft news releases, advisories, statements, and other materials to earn breaking news coverage of our work
- Organize news conferences
- Pitch news stories to the media
- Organize editorial board visits and pitch editorials
- Identify opportunities to respond or advance organizational messages
- Lead media planning
- Maintain current media list within organizational database and use it to track media contacts

WEB

- Manage organizational websites to ensure there is constant fresh, relevant content
- Integrate website with campaigns and events
- Write, edit, and solicit blog posts, web content, and accompanying images
- Generate well written web content on a regular basis
- Extend web presence by identifying and building relationships with bloggers

SOCIAL MEDIA

- Post, monitor, and maintain social media on Facebook, Twitter, Instagram, and YouTube including drafting of content and review and response to comments and questions
- Stay current on developing social media platforms with which to engage new audiences
- Plan, schedule and maintain a social media calendar
- Develop social media strategies that advance organizational mission

COORDINATION

- Coordinate with Senior Executive to develop communications plans
- Coordinate with Senior Executive to ensure
 - action alerts and outreach materials are on message and coordinated with communications activities
 - communications flow from and support organizational advocacy objectives
 - and relay appropriate, timely messages
- Synergy with donor and fundraising
 - communications and documents

Other Duties as Assigned

HOW TO APPLY

Qualified candidates, please send your résumé to Erica@ThePresidentsCouncil.com for consideration. **No Phone Calls Please. Position Open Until Filled.**