



JOB ANNOUNCEMENT

EXECUTIVE ASSISTANT TO THE PRESIDENT & CHIEF EXECUTIVE OFFICER

ORGANIZATION

Anne Arundel Workforce Development Corporation, (AAWDC) is a nationally recognized, innovative workforce development organization that provides high-quality workforce development services to drive purposeful change in Anne Arundel County and across Maryland. AAWDC is the bridge between understanding the workforce and talent development needs of local and regional businesses and preparing individuals to meet their full career potential. AAWDC's vision, mission, and core values are at the heart of the way the organization achieves success.

OVERVIEW OF RESPONSIBILITIES

The Executive Assistant to the President and Chief Executive Officer functions at a high level within the organization to provide administrative and professional support to the President and Chief Executive Officer; the AAWDC Corporate Board, the Local Workforce Development Board (LWDB), and committees and councils as needed. The Executive Assistant provides support to the Chief Operating Officer as it relates to activities that include the PCEO. This position requires exceptional organizational, administrative and computer skills; and extreme integrity in demonstrating a high level of discretion and confidentiality. Is able to exercise good judgment, extreme attention to details. The EA communicates professionally with internal staff, the public, businesses, government officials and other representatives on a consistent basis. The EA ensures the office of the PCEO is maintained and managed effectively by implementing sound administrative processes.

POSITION REQUIREMENTS

- Effectively maintains calendars and manages day-to-day executive office workflow, to include scheduling appointments, arranging internal and external meetings, and preparing daily scheduling folders;
- Performs complex administrative support functions in accordance with applicable policies, procedures, and contractual requirements, including responding to internal and external communications, creating and maintaining electronic databases and spreadsheet files, preparing confidential correspondence, and monitoring assigned projects to ensure accurate and timely completion;
- Participates in planning and providing support at AAWDC events as assigned;
- Maintains schedule of internal management meetings to include scheduling and notification, taking minutes, and performing follow-up actions;
- Create and edit President and Chief Executive Officers correspondences and reports as needed;
- Serve as initial point of contact for PCEO to screen requests and prioritize matters for PCEO's attention;
- Perform all other duties as assigned by PCEO;
- Serves as a liaison between AAWDC's Board of Directors, LWDB, and Committees/ Councils and PCEO to ensure accessibility and timely responses from the office;

POSITION REQUIREMENTS - Continued

- Maintain and updates corporate meeting calendars, prepares agendas, issues written notices, takes and distributes minutes, and prepare supporting documents and resolutions, as required. Track completion of all Board and Committee follow-up items.
- Organizes special executive meetings, programs, events, and conferences, arranging facilities and speakers, issuing invitations, preparing the agenda, and performing meeting support functions, as required.
- Maintains and updates membership lists and biographical information for the Corporate Board, the Local Workforce Development Board, the Youth Council, and other Committees and groups as required.

Skills and Certifications

Strong organizational and professional skills and approach. Proven proficiency in Windows and Microsoft Office (Word, PowerPoint, Access, and Excel) capability must be demonstrable. Ability to manage multiple, frequently changing priorities, complex functions, and a diverse management team and board, utilizing excellent oral, written, and interpersonal skills are required. Maintain and manage an active calendar. Problem-solving skills, adaptability, diplomacy, and discretion are the cornerstones of this position.

Education Background

Attainment of an AA or BA/BS degree is highly desirable. A minimum of 5-8 years as an Executive Assistant in a public or private organization, to include board administrative support functions and consistently high level of internal and external contact.

CORE COMPETENCIES REQUIRED FOR THIS POSITION

AAWDC is driven by three core values in ensuring which guide Anne Arundel County is the best place to live, work and start a business. Our values guide the way that we work with business, job seekers, and partners.

- **Innovation:** AAWDC exercises creativity and vision to drive purposeful change that impacts both business and job seekers.
- **Collaboration:** AAWDC partners with public and private entities to effectively address the workforce needs of the region and maximizes impact.
- **Excellence:** AAWDC is a premier workforce provider delivering products and services that lead to meaningful results.

To Apply: Send cover letter with salary requirements and resume to jobs@aawdc.org. Best consideration by Friday, August 24, 2018.

No phone calls or mailed applications will be accepted. Only selected job applicants will be contacted.

Anne Arundel Workforce Development Corporation (AAWDC) is an Equal Opportunity Employer.