



THE CHAMBER

FARGO MOORHEAD WEST FARGO

JOB DESCRIPTION

Position: Executive Assistant

Date: October 2024

Reports to: President/CEO

FLSA: Full Time, Exempt

POSITION OBJECTIVES AND PURPOSE

The Executive Assistant is responsible for the providing administrative assistance to the President/CEO, Executive Vice President, and other senior team leaders as needed. Responsibilities include monitoring and replying to emails, overseeing calendars, coordinating meetings, and managing special projects.

ESSENTIAL FUNCTIONS

- Providing administrative assistance, such as writing and editing emails, drafting memos, and preparing communications on behalf of the President and Executive Vice President.
- Organizing meetings, including scheduling, sending reminders, and organizing logistics.
- Managing the President's calendar, including scheduling meetings, appointments, speaking engagements, and travel arrangements, prioritizing the most sensitive matters and exercising discretion in committing time and evaluating needs.
- Provide administrative support for the Board of Directors, including drafting agendas, minutes, and preparing packets.
- Coordinating community builder annual meetings, developing sponsorship ask sheets and tracking responses.
- Managing logistics of special projects.
- Maintain various records and documents.
- Other additional and/or alternative duties as assigned from time to time, including supporting other departments or executives as directed.

MINIMUM QUALIFICATIONS

At least two years of prior experience supporting a senior executive or team is ideal. Must have the following skills and abilities:

- Strong organizational capabilities and ability to multitask.
- Time management and ability to meet deadlines.
- Professional verbal and written communication skills.
- Sound judgment with the ability to prioritize and make decisions.
- Keen attention to detail.
- Proactivity and self-direction.
- Interpersonal skills, comfortable interacting with high-level executives.
- Passion for serving the FMWF business community.

WORKING CONDITIONS AND ENVIRONMENT

The Chamber is a flexible work environment that offers competitive benefits including paid time off, adjusted summer hours, health and dental, and 401k contributions. Chamber employees have access to professional development opportunities through our high-quality events and trainings. The team culture is fun, innovative, collaborative and prides itself on excellence.