



<b>Job Title:</b>	Executive Assistant to CEO		
<b>Date:</b>	08/10/23		
<b>Job Type:</b>	Regular, Full-Time	<b>WIT JPID:</b>	16144795
<b>Salary Range:</b>	\$50,000-\$60,000	<b>Salary Group:</b>	B-19
<b>Reports to:</b>	Chief Executive Officer	<b>FLSA Status:</b>	Non-Exempt
<b>Type of Posting:</b>	Internal (3 days) and External		

To learn more, go to [www.wfscapitalarea.com/joinourteam](http://www.wfscapitalarea.com/joinourteam). Apply online at [www.workintexas.com](http://www.workintexas.com) (Job posting: 16144795), then email your résumé & cover letter to [HR@wfscapitalarea.com](mailto:HR@wfscapitalarea.com).

#### ORGANIZATION AND PURPOSE

Workforce Solutions Capital Area is a non-profit organization that connects people to jobs. We are a recognized leader in workforce development. Our reputation is built upon collaboration, accountability, and innovation.

The mission of Workforce Solutions Capital Area is to lead the region's workforce development system in support of a world-class workforce. We believe that training and education aligned to the needs of local employers are the foundation of a competitive workforce. We utilize a strategic approach to workforce development, based on analytics, to ensure that programs and services meet the needs of job seekers and employers.

#### GENERAL DESCRIPTION

The Executive Assistant will provide high-level administrative support to the Chief Executive Officer of Workforce Solutions Capital Area. Reporting directly to the CEO, the Executive Assistant provides executive support in a one-on-one working relationship. The Executive Assistant serves as the primary point of contact for internal and external stakeholders and is responsible for providing comprehensive support to the CEO by managing the organization's office operations, overseeing the CEO's communications, and maintaining organization (including calendar scheduling and maintenance). This dynamic position requires the ability to anticipate needs, think critically, and offer solutions to problems with a high level of professionalism and confidentiality.

#### EXAMPLES OF WORK PERFORMED

- Acts as the point of contact between the CEO, Board Office staff, Board members, and internal/external clients
- Provides administrative support to the CEO including, but not limited, to making/coordinating appointments, corresponding with staff, managers, community partners, government officials and contractors.
- Coordinates travel arrangements for CEO (hotel reservations, transportation, etc.).
- Serves as a liaison for the Board of Directors including, but not limited, to coordinating the activities of the Board and its committees (meeting notices, facility, agendas, minutes, materials, mailings, etc.).
- Manages a complex calendar and schedule including meetings, organizing events, answering calls, setting reminders, and facilitating communications with internal and external stakeholders.
- Interacting regularly with executives across the organization and building relationships with key stakeholders internally and externally.

- Anticipates the needs and provides high-level administrative support to the CEO as needed.
- Prepares and reviews documents and materials for presentations and meetings, assisting with notes and follow-up communications, and delegating action items.
- Prepares, edits, disseminates, and maintains correspondence, forms, documents, files, and records for the CEO.
- Additional responsibilities such as report or presentation preparation, intelligence gathering, research or analysis to inform decision making.
- Coordinates and track multiple projects simultaneously including conducting research for special projects and assignments from the CEO.
- Participates in supply/service procurement as needed.
- Supports routine facilities' requests for all Workforce Solutions' facilities (currently 3) for repairs and usage.
- Supports other Executive staff as necessary.
- Assist with various administrative and office duties as assigned.

## **GENERAL QUALIFICATION GUIDELINES**

### **Experience and Education**

High school diploma required, graduation from a community college or University preferred. Must have at least three (3) years of Executive Assistant work experience. Five years of experience as a secretary, administrative assistant, or equivalent position. Working knowledge of and use of personal computers, network systems, Microsoft Suite, and other software.

### **Knowledge, Skills, and Abilities**

- Highly organized and detail-oriented with a proactive work style.
- Excellent organizational skills and flexibility to work both collaboratively and independently.
- Impeccable abilities and/or experience prioritizing and delegating tasks, strong scheduling, coordination skills, with a comfortability with last minute changes.
- Excellent verbal and written communication skills with a high level of professional integrity and discretion.
- Solution-oriented and able to anticipate needs of the CEO to deliver against time-sensitive deliverables.
- Demonstrated ability to work effectively in a fast-paced environment managing multiple priorities with minimal room for error.
- Exemplary planning, and problem-solving skills.
- Ability to establish and maintain good working relationships with internal and external stakeholders.
- Demonstrated ability to quickly learn and use new technologies designed to manage business administrative functions.
- Comfortable working in a face-paced ever changing business environment.

### **Registration, Certification, or Licensure**

- Must possess a valid driver's license and have access to reliable transportation. Local, in-state, and/or out-of-state travel may be required.
- Must be legally eligible for employment in the United States.
- May be subject to a background check (verification of education, employment, references, credit history, and criminal background).

**WORKFORCE SOLUTIONS CAPITAL AREA OFFERS A COMPREHENSIVE BENEFITS PACKAGE, INCLUDING:**

- Medical, dental, and vision insurance.
- Paid life insurance (Employee/Spouse/Child), long term disability (LTD), and AD&D.
- Supplemental life insurance option (Employee/Spouse/Child).
- Medical and dependent care Flexible Spending Accounts (FSA).
- 401(k) Savings and Investment Plan with company 4% Safe Harbor Contribution.
- Flexible paid time off (accrued vacation and sick leave).
- Paid parental extended leave.
- Paid professional development budget.
- Paid Employee Assistance Program (EAP).