

Job Description Executive Assistant

Classification: Exempt | Regular Full-Time
Reports To: President & Chief Executive Officer
Wage Type: Salary

Position Summary

The Executive Assistant (EA) to the President & CEO provides high-level administrative, operational, and strategic support to the Chief Executive Officer and senior leadership of the Chamber. This position serves as a key organizational hub, managing executive priorities, facilitating communication with the Board of Directors and key stakeholders, and ensuring the efficient operation of the executive office.

The Executive Assistant plays a critical role in supporting governance, coordinating complex schedules, managing confidential information, and enabling executive leadership to focus on strategy, partner engagement, and community impact.

Key Outcomes of the Role

- Efficient, well-managed executive office operations
- Accurate and timely Board and committee support
- Clear, professional communication with members, partners, and stakeholders
- Proactive coordination of executive priorities and deadlines
- Trusted handling of confidential and sensitive information

Essential Responsibilities

Executive & Administrative Support

- Provide comprehensive administrative support to the President & CEO, including calendar management, meeting coordination, travel arrangements, and expense tracking.
- Anticipate executive needs and proactively manage competing priorities.
- Serve as a primary point of contact for internal staff, Board members, volunteers, partners, and community partners on behalf of the CEO.
- Draft, edit, and proofread correspondence, reports, presentations, and briefing materials.

Board & Governance Support

- Coordinate logistics for Board of Directors and Executive Committee meetings, including scheduling, agenda preparation, packet assembly, and follow-up action tracking.
- Maintain Board calendars, rosters, committee assignments, and governance records.
- Ensure timely distribution of Board materials and accurate documentation of decisions and actions.
- Support onboarding of new Board members in coordination with the CEO.

Organizational & Operational Support

- Assist with internal coordination across departments to support executive initiatives and organizational priorities.
- Maintain executive office systems, records, and files (digital and physical).
- Track deadlines, commitments, and deliverables related to strategic initiatives and Board directives.

- Support special projects and cross-functional initiatives as assigned.

Communication & Partner Engagement

- Represent the CEO and the CEP with professionalism and discretion in all interactions.
- Assist with preparation for member meetings, public appearances, presentations, and events.
- Coordinate with the Communications team on executive messaging, schedules, and materials as needed.

Confidentiality & Professional Judgment

- Handle sensitive information with the highest level of discretion and integrity.
- Exercise sound judgment in managing communications, prioritizing requests, and resolving issues.
- Maintain confidentiality related to personnel, financial, legal, and strategic matters.

Qualifications & Experience

- Minimum **5–7 years of executive administrative experience**, preferably supporting a CEO, President, or senior executive.
- Experience in a Chamber of Commerce, nonprofit, association, or complex organization preferred.
- Demonstrated experience supporting Boards of Directors or volunteer leadership.
- Strong proficiency with Microsoft Office suite, Office 365, and meeting management tools.
- Experience managing complex calendars and high-volume communications.

Skills & Competencies

- Exceptional organizational and time management skills
- Strong written and verbal communication abilities
- High emotional intelligence and professionalism
- Ability to anticipate needs and solve problems proactively
- Excellent attention to detail and follow-through
- Ability to work independently while collaborating across teams
- Trusted partner with sound judgment and discretion

Supervisory Responsibility

This position does not have direct supervisory responsibility but may coordinate work with administrative or program staff as needed.

Work Environment & Expectations

- Office-based role with regular interaction across the organization and community.
- Flexibility required for early morning, evening, or occasional extended hours related to Board meetings and events.
- Minimal travel may be required.
- Occasional lifting of office materials up to 25–30 pounds.

Date Created/Revised: February 2026