

REPORTS TO: PRESIDENT & CEO
DEPARTMENT: PRESIDENT & CEO
FLSA STATUS: EXEMPT

GENERAL DESCRIPTION

The Executive Assistant supports the Cobb Travel & Tourism President & CEO and COO directly, as well as providing broad support for all team members. This position performs a wide variety of highly confidential, personally responsible, detailed, and complex administrative tasks with minimal guidance. At all times, the Executive Assistant represents Cobb Travel & Tourism, the President & CEO, the COO, and the mission of the organization.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Receive direction, instruction, and approvals from President & CEO and/or COO.
- Maintain cohesive working relationships with staff and the Board of Directors.
- Maintain President & CEO and COO's calendars and schedule daily meetings, including ongoing partnership meetings with key community stakeholders. Assist with travel plans as needed.
- Assist the President & CEO by maintaining awareness of, and advising of, official actions needed by the Board of Directors, Senior Leadership team, and others with key deadlines.
- Help coordinate internal meetings among team members, full team events and programs.
- Support Board-specific or key partner events as requested.
- Maintain an awareness of CT&T departmental activities that concern the President & CEO and COO, monitor their status, and promptly report any concerns.
- Assist with scheduling and supporting CT&T's Board of Directors.
 - Send meeting notices, accept RSVPs, gather, organize, reproduce, and distribute materials required, and set up for meetings.
 - Attend, take, and draft minutes/action items and assemble meeting agendas. Maintain official minute books and board contact information lists.
 - Post all Board and committee meeting documents as required prior to/after Board meetings.
 - Assist President & CEO and COO in scheduling special Board committee meetings.
- Assist the President & CEO in planning the annual senior team retreat, monthly senior team meetings, and staff meetings.
- Function as custodian of official CT&T documents and records. Maintain effective document retrieval system for the President & CEO. Coordinate policy review by appropriate personnel annually for accuracy.
- Maintain paperwork requirements needed for President & CEO's external responsibilities.
- Personally resolve business calls as much as possible. Transfer others to appropriate personnel.
- Check and oversee President & CEO's emails and voicemails daily. Flag messages that need the President & CEO's response. Prepare email drafts for President & CEO.
- Oversee all external sponsorships included in the executive budget to ensure full tables and coordination for each event.
- Oversee the President & CEO department budget to ensure we stay on track. Assist in setting the budget each year based on the past year's actuals and additional needs for the following year.
- Coordinate and manage all RFPs for legal and accounting every three years.
- Assist President & CEO with employee performance review process. Safeguard all confidential materials; maintain confidentiality of personal or sensitive matters.

REQUIRED SKILLS

- Exhibits unquestionable ethics, integrity, and confidentiality.
- Works proactively, not only their personal schedule and work requirements but also the schedules and priorities of the President & CEO and COO.
- Exemplary ability to organize and prioritize meeting all deadlines.
- Excellent organization and planning skills.

- Excellent decision-making skills.
- Excellent typing skills. Disseminate all documents error free.
- Strong written and verbal communication skills. Excellent phone skills necessary. Exhibits tactful communication to interact with all partners and individuals.
- Exhibits professional and political savvy.
- Basic knowledge of finance, economics, business law, communications, and management.
- Demonstrated expertise in office procedures and administrative secretarial functions.
- Proficiency with general office equipment. Demonstrate excellent working knowledge of Word, Excel, and PowerPoint and investigative/research on the Internet.
- Ability to work well independently and in team situations.
- Knowledge of county geography, government and services preferred.

MINIMUM QUALIFICATIONS

- Bachelor's degree from a four-year college or university (preferred but not required); or four+ years related experience and/or training as an executive assistant; or equivalent combination of education and experience.
- Certified Professional Secretary (CPS) or Certified Administrative Professional (CAP) designation a plus.

The job and budget responsibilities as presented here may change from time to time as situations warrant. Review and modification to this position will be at the sole discretion of the President & CEO.

GET TO KNOW US

A catalyst for tourism and placemaking, Cobb Travel & Tourism (CT&T) is an economic driver that plays a crucial role in shaping our community. We promote Cobb County as a premier tourism destination. In other words, CT&T is Cobb's expert adventure guide. By connecting with partners at all levels, we tell the story of why Cobb County is Atlanta's sweet spot. The team's passion, enthusiasm, and expertise help establish Cobb as a preferred location for conventions, trade shows, meetings, sports, and leisure travel. Basically, we are a united team on a mission – unstoppable, unbreakable, and unrivaled.

Cobb Travel & Tourism provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.

WHAT'S IN IT FOR YOU

Benefits of working at Cobb Travel & Tourism go beyond our comprehensive benefits package. Being a team member at CT&T means you'll enjoy a culture that is open to creativity and innovation. Additionally, we strive to help each person grow both professionally and personally. We are a small team that highly values each other's skills, interests, and wellbeing. We work hard to create a culture of inclusivity and care, and we believe that if each team member is thriving, then our organization and community will achieve a greater level of success.

Our benefits package includes (but is not limited to):

- Company paid employee only Medical, Dental, Long-term Disability, Short-term Disability, and Life Insurance
- 401 (K) retirement plans, with matching contributions
- Employee paid Vision insurance, and Medical and Dental insurance for dependents
- HSA, FSA and Dependent Care FSA plans
- Generous paid time off
- Professional Development Opportunities
- Hybrid Work Environment

HOW TO APPLY

Please apply for this position by sending your resume to operations@travelcobb.org.