



Executive Assistant to the CEO

Executive Assistant to the CEO & Secretary to the Board of Directors

8-10 plus years of experience

FLSA: Non-Exempt

Reports To: CEO

Status: Full Time (40+ hours)

Location: Downtown, Columbus (In Person 5 days a week)

Pay Range: \$75,000 - \$105,000

Overview:

The Ohio Chamber of Commerce is a champion for Ohio businesses so our state can enjoy economic growth and prosperity. Ohio's premier business advocate since 1893. This position reports to the Ohio Chamber's President & CEO while providing exceptional administrative support to the CEO and the Board of Directors.

Duties & Responsibilities:

- **Provide sophisticated calendar management to CEO.** Prioritize inquiries and requests, while troubleshooting conflicts, make judgements and recommendations to ensure smooth day to day engagements.
- **Serve as the primary point of contact for internal and external constituencies on all matters pertaining to the CEO,** including those of a highly confidential or time-sensitive nature. Prioritize and determine appropriate course of action, referral, or response, exercising judgement to reflect the CEO's style and organization policy.
- **Work closely with the CEO to keep them well informed of upcoming commitments and responsibilities, following up appropriately.** Act as a "Barometer," having a sense for the issues taking place in the environment and keeping the CEO updated. Anticipate CEO's needs in advance of meetings, conferences, speaking engagements, etc.
- **Complete a broad variety of administrative tasks that facilitate the CEO's ability to effectively lead the organization,** including assisting with special projects; managing the CEO's email inbox, designing, and producing complex documents, reports, and presentations; collecting and preparing information for meetings with staff and outside parties; composing and preparing correspondence; maintaining contact lists; making travel arrangements; and completing expense and mileage reports.

- **Maintain communications** with the Ohio Chamber team including meeting regularly with the senior management team to ensure synchronization.
- **Coordinate all management team meetings** and all staff meetings with the CEO and Chief Administrative Officer.
- **Provide “gatekeeper” and “gateway” role, providing for smooth communication between the CEO and staff**, demonstrating leadership to maintain credibility, trust, and support with the executive team.
- **Work with the Management Team to coordinate the CEO’s outreach activities.** Follow up on contacts made by the CEO to facilitate ongoing relationships.
- **Assist the Government Affairs team** with administrative functions.
- **Manage all aspects of the organization’s office services.** Evaluate and assist in developing office policies and procedures for improved workflow and anticipate future needs as the organization grows. Assist in the selection of vendors and purchase equipment, services, and supplies as necessary for operation of the organization.
- **Replenish office materials** such as snacks, soda, water coffee, printer supplies, paper office supplies, etc.
- **Provide event management support** to the Director of Events as requested.
- **Provide hospitality to all guests** and help create a welcoming environment.
- **Invest in building** long-lasting relationships both internally and externally.
- **Act as a liaison and provide support to the Board of Directors.** Arrange and handle all logistics for Board meetings; schedule meetings; draft agendas; develop, compile and distribute presentation materials; and record meeting minutes as Secretary of the Board.
- **Manage conversion to an online board book.** Manage the process of conversion from a paper system to an online board book.
- **Facilitate CEO communications and outreach to the Board.** Manage routine weekly communications between the CEO and the Board as well as relationship management and ensuring that one on one meetings and conversations are scheduled quarterly between the CEO and each board member.

Qualifications:

Successful candidates will possess the following qualifications:

- Significant executive support experience, including supporting C- Level Executives. Nonprofit board experience preferred. Successful candidates will likely have 8-10 years of experience.
- Expert proficiency in Microsoft Office software; ability to design and edit presentations.
- Database knowledge and understanding is preferred.
- Strong written and verbal communications skills.
- Exceptional organizational skills and impeccable attention to detail.

- Ability to work effectively under deadlines, with multiple tasks, and with individuals of all levels within the organization, with professional demeanor.
- A high degree of professionalism in dealing with diverse groups of people, including Board members, senior executives, public officials, staff, community leaders and donors.
- Make appropriate informed decisions regarding priorities and available time.
- Ability to complete a high volume of tasks with little to no guidance.
- Ability to react with appropriate levels of urgency to situations and events that require quick response or turnaround.
- Able to maintain a high level of integrity and discretion.
- Excellent judgement is essential.
- Effective relationship-building and collaboration skills.

Benefits

- **Salary Range:** \$75,000 - \$105,000 (commensurate with experience)
- **Insurance & Fringe Benefits:** Chamber pays 100% of employee's health insurance premium (family available), Dental, vision and Rx coverage available; Life Insurance and Short-term disability insurance offered; Parking paid; and cell phone reimbursement.
- **PTO:** 3 weeks of paid vacation, sick time, paid holidays
- **Retirement:** Matching 401(K) (4%), PLUS an employer-paid Pension Plan (8%)

How to Apply:

Candidates interested in applying for the position, please reach out to Courtney Whetstone at cwhetstone@ohiochamber.com.