

Houstonfirst

Job Posting

Position:	Director of Executive Administration
FLSA:	Exempt
Department:	Executive
Reports to:	President & CEO
Reporting Location:	701 Avenida de las Americas
Workdays & Hours:	Monday through Friday, 8:00 a.m. - 5:00 p.m.

SUMMARY:

Provide project focused support to the Office of the President & CEO in order to meet organizational strategic goals and objectives. Advance the work of the Office of the President & CEO by managing daily office operations and staff, ensuring execution of priorities, enhancing stakeholder relations, and organizing board administration.

ESSENTIAL DUTIES AND RESPONSIBILITIES: (individual duties, assignments and responsibilities required of the position)

- Manage the daily operations of the Office of the President & CEO. This includes supervising staff, organizing workflow, managing assignments, ensuring proper information flow to/from the President & CEO, managing departmental budget, and assuring efficient and effective office operations.
- Manage and continuously improve meeting cadence and agendas including recurring check-ins, management team meetings, planning meetings and board meetings for the President & CEO.
- Interact with internal staff members to conduct and oversee preparation of briefing materials for the President & CEO, create executive summaries and brief the President & CEO on specific issues and projects.
- Facilitate the needs of senior staff to raise critical issues with the President & CEO and receive needed responses, guidance, and direction to ensure follow through and resolution.
- Serve as a resource to senior staff by maintaining awareness of activity across the organization, identifying points of potential collaboration, flagging potential obstacles, and removing barriers to achieving goals.
- Proactively work with internal communications channels to advance priorities of the President and CEO.
- Independently compose or contribute to communications, reports, briefings, and presentations on behalf of the President & CEO.
- Optimize efficient time management for the President and CEO by working with the Senior Executive Assistant, assessing the President & CEO's external opportunities, including travel, invitations, appearances, speaking engagements and meeting plans and their fit against priorities.



- Prepare the President & CEO for all meetings by researching bios, backgrounds and publications; ensuring meeting objectives are clear and attendees are prepared.
- Attend all appropriate meetings/debriefings with the President & CEO, taking detailed notes and driving execution of action items.
- Manage, develop, and review performance of support staff within the Office of the President & CEO, ensuring alignment with organizational policies, goals, and mission.
- Oversee, manage and/or facilitate a variety of mission-critical, cross-functional initiatives to drive impact and value for broader organizational goals, promoting alignment and cross-departmental collaboration.
- Along with appropriate collaboration with the Office of General Counsel, oversee, direct and supervise board services support staff in all aspects of board and committee administration.
- Serve as primary point of contact for Board and Committee members on a myriad of issues; provide timely, appropriate responses to Board members' questions and concerns, including referral to other organization leaders with appropriate context and follow-up.
- Develop and manage the President & CEO's partnership cultivation program with internal and external stakeholders.

SUPERVISORY RESPONSIBILITIES: (personnel supervision, budgets, performance, etc.)

- Maintain and develop staff by recruiting, selecting, orienting, training and supervising team members.
- Directly responsible for planning and assigning, appraising performance, rewarding and disciplining employees, addressing complaints and resolving problems.

EDUCATION AND/OR EXPERIENCE:

- Bachelor's degree in Business Administrative or a related field
- Five years of Executive Administrative experience required. Professional Executive administrative experience may be substituted for the above education requirement.

KNOWLEDGE, SKILLS AND ABILITIES: (technical, communication, interpersonal, etc.)

- Excellent written and oral communication skills, excellent grammar, punctuation and vocabulary.
- Must have excellent computer skills in Word, PowerPoint, Excel, Microsoft Outlook.
- Ability to work effectively under pressure and cooperatively with others.
- Excellent organizational skills.
- Ability to work effectively under pressure and manage multiple projects.
- Good judgement and decision-making skills
- Ability to anticipate the President & CEO's needs and proactively bring together appropriate people to support the President in addressing issues.
- Ability to handle confidential information with integrity and discretion.
- Strong problem solving and analytical skills.

ANNUAL SALARY: Commensurate with experience

BENEFITS: Medical, Dental and Vision insurance
401(K) (100% match up to 6%)
Paid Holidays (10 Days)
Paid Time Off (120 hours first Year)



Health Reimbursement Account and Flexible Spending Account
Tuition Reimbursement (Up to \$5,200.00 annually)
Paid Basic Life & Accidental Death and Dismemberment
Paid Short-term and Long-term Disability Pay

POSTING DATE: June 23, 2021

CLOSING DATE: Until filled

APPLICATION PROCEDURE:

- 1) Fill out a "CCSI Application" (DBA Houston First) and attach a current resume.
- 2) Submit both, application and resume, to Human Resources at hjobapplications@houstonfirst.com
- 3) All current team members are to complete Request to be Considered form prior to applying (HFConnect under HR tab, Talent and Acquisition)

The individual selected for the position described above will be employed by Convention and Cultural Services, Inc., and in accordance with an existing Services Agreement, will perform services for Houston First Corporation.

An equal opportunity employer.

