

**OPEN POSITION**  
**INTERNAL/EXTERNAL**

Position Title: Executive Assistant/Executive Support Systems

Report to: President/CEO

This position description provides the key factors of the job demand essential to evaluating job performance. It is not intended to be complete in detail. The individual classified in this job is expected to perform all the details involved in the job and, on occasion, may be required to perform functions of a higher or lower skill level not included in this job description. The individual is responsible for but not limited to:

**Primary Objective:** Provide strategic support to CEO in executing policy/program goals of the organization.

**1. Job Duties.**

- Responsible for projects such as researching and implementing new Project Tracking systems
- Serves as the senior administrative within the office taking on all office management duties
- Maintain a record of all local state and federal issuances and bulletins
- Provide staff support to the FEC and LWDB board of directors
- Type documents as required by the Chief Executive Officer
- Effectively answer all inquiries of the executive division
- Compose, compile, and edit routine correspondences
- Organize and maintain an effective filing system
- Responsible for board meeting preparation and distribution of minutes and action lists
- Responsible for company and Board of Director travel arrangements and itineraries
- Organize staff meetings
- Organize seminars and schedule training/bookings
- Responsible for managing events including company events, in-house catering, external client and candidate events
- Interact effectively with other high level executive staff of the organization
- Ability to handle multiple assignments and meet deadlines
- Ability to work effectively under pressure
- Ability to work effectively with and through others
- Ability to maintain a high level of confidentiality in regard to the operations of the executive office
- Knowledge of organizational support systems
- Show initiative, commitment and self-motivation
- Knowledge of secretarial support techniques
- Work effectively with other support personnel to plan projects

**Education:**

- Bachelor's degree or equivalent in work experience at the leadership or functional level, dependent upon position
- Experience related to the business or industry preferred
- Not-For-Profit Management, Management or similar setting.

**Qualifications:**

- Proficient in typing and good at spelling, punctuation, grammar and oral communication. Good interpersonal skills, good judgment, organizational or management ability, initiative, and the ability to work independently.
- Ability to work flexible hours as needed
- Must have reliable personal transportation and auto insurance
- Must be able to pass a background check

**Experience:**

- Must have the ability to work well with all levels of internal management and staff, as well as outside clients and vendors
- Project Management experience a plus (requires bench marketing and tracking skills)
- C-Suite Executive Assistant experience a plus
- Board Management experience
- Proficient in Microsoft Office Programs, Word, Excel, PowerPoint and Adobe
- Experience in internet research skills
- Must have the ability to work well with all levels of internal management and staff, as well as outside clients and vendors

**Skills:**

- Advanced reading, writing, and arithmetic skills that are normally required through college level courses

Competitive salary, health & dental insurance company paid life insurance, 403b pension plan (employer 9.7% contribution) Section 125 cafeteria plan, Employee Assistance Program (EAP), paid vacation & sick leave.

Apply in person at the Full Employment Council/Missouri Career Center

Location: 1740 Paseo, KCMO (M-F 8-5)

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The Full Employment Council is an Equal Opportunity Employer Program. Auxiliary aids and services are available upon request to individuals with disabilities. All voice telephone numbers may be reached by persons using TTY/TDD equipment via the Missouri Relay Services 711.