



Executive Assistant Position Description

POSITION TITLE: Executive Assistant

POSITION CLASSIFICATION: Full-time/Hourly

REPORTING RELATIONSHIP: Vice President of Member Relations

SCHEDULE: Standard business hours with occasional early morning, evening or event-related needs

SUMMARY

The Executive Assistant provides high-level administrative, organizational and project support to the Chamber President/CEO and the Vice President of Member Relations. The Executive Assistant is a central hub for scheduling, meeting preparation, administrative accuracy and member-related support duties. Successful candidates will be proactive, detail-oriented and able to manage multiple priorities in a fast-paced environment.

KEY RESPONSIBILITIES

Executive Support (CEO & VP of Member Relations)

- Manage complex calendars, schedule meetings and coordinate logistics for internal and external engagements.
- Prioritize requests, protect executive time, and ensure leaders are prepared with agendas, materials, and background information.
- Draft, proof and manage correspondence, presentations, reports and documents on behalf of executive leadership team.
- Prepare board, committee and leadership meeting packets as needed.
- Take notes at board, executive committee and leadership team meetings
- Maintain confidentiality with all executive-level, personnel and member information.

Member Relations & Department Support

- Support the VP of Member Relations with team-level administrative tasks such as:
 - Taking notes at Member Relations team meetings.
 - Assisting with membership renewal mailings and data entry.
 - Assisting with member record upkeep and updates in the CRM.
 - Assemble and prepare sales and new member packets.
- Schedule member meetings for President/CEO and VP of Member Relations.
- Assist with event and program preparations, setup and on-site tasks, as needed.

Administrative Support

- Serve as backup for front desk operations when needed.
 - Perform other duties as assigned.
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SKILLS AND QUALIFICATIONS

- Strong organizational and time-management skills; ability to manage multiple projects and deadlines.
- Excellent written and verbal communication skills.
- High attention to detail and commitment to accuracy.
- Professional judgment, discretion and ability to handle sensitive information.

- Confident, friendly and service-oriented approach when interacting with members and partners.
- Strong proficiency in Microsoft Office (Outlook, Word, Excel, PowerPoint).
- Comfort working in CRM systems.

EDUCATION AND EXPERIENCE

- Associates degree or equivalent required. Post-secondary degree preferred.
- Experience supporting senior executives or high-level administrative work.
- Background in membership-based or nonprofit organizations.
- Experience coordinating events or managing logistical tasks.

PHYSICAL REQUIREMENTS

- Prolonged periods of sitting at a desk and working on a computer, with intermittent walking and climbing stairs.
- Able to lift 20 pounds periodically, while squatting and/or bending.
- Environment: fast-moving, highly collaborative, member-focused.

TO APPLY: Send your cover letter and resume to gsfcc@siouxfalls.com with the subject "Executive Assistant Application"