SECTOR: Non-Profit
ROLE: Executive Assistant
FUNCTION: Executive Support
LOCATION: Chattanooga, TN - Metropolitan Area

Role Summary:
This team-oriented professional has the administrative skills and background to help carry forward the organization's mission. The Executive Assistant will provide critical assistance and support to the Executive Director and others as assigned, both internally and externally. Internally- scheduling, communications, reports, event management, and operational matters. Externally- Board of Directors, donors, students, parents, and the public. This professional will work independently on projects, from conception to completion, and will work under pressure at times to handle a wide variety of activities and confidential matters with discretion.

Organization Background:
The mission of the TechTown Foundation, Inc., headquartered in Chattanooga, TN, is to level the playing field for all Chattanoogans by providing access to state-of-the-art technology, career awareness of the technology field and technology training. TechTown is dedicated to engaging our youth and community in the creative aspects of technology. We provide a fun, open learning environment to build the skills and create learning pathways necessary to expand interest and talent in the fields of video production, technology, graphic design, and entrepreneurship.

Responsibilities:
- Support the Executive Director by handling daily tasks including, but not limited to:
    - Direct telephone calls
    - Schedule internal and external meetings
    - Manage travel arrangements
    - Handle internal communications
    - Prepare meeting minutes and agenda of staff, board, and senior staff meetings
    - Draft internal and external correspondence including letters, emails, and memos
- Assist the Executive Director with issues of time management by handling all appointments and calendars, responding to phone and email messages, and managing calendars that do not require the Executive Director's direct involvement
- Assist in preparation of materials and logistics for presentations, meetings, and events
- Provide support to the Board of Directors and maintain Board communications
    - Maintain the Board calendar
    - Provide minutes of Board and Committee meetings
    - Provide information to and maintain relationships with Board members
    - Inform Board members of meeting information and organizational activities
- Work with Executive Director to support fundraising and donor activities including scheduling donor meetings, speaking engagements, and other projects as needed
- Proactively seek to assist the Executive Director with projects and offer advice to improve the content of all executive projects and communication
- Purchase of/Coordinate with contracted service providers
- Act as contact person for hourly staff with HR inquiries

- Responsible for supervising lower level staff, such as: receptionists, secretaries, interns, etc
- Coordinate staff projects with all levels of internal management and staff
- Conduct research to keep the Executive Director up-to-date on issues that are relevant to the mission of TechTown
- Other duties-please note- this job description is not designed to cover a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

Accountabilities:

- Reports directly to: Executive Director
- Works directly and cooperatively with: CEO, Board and Committee Members, and TechTown Staff
- Supervisory responsibility: As assigned

Qualifications:

The ideal candidate for this position should be a dynamic individual with a demonstrated ability to achieve results in a demanding and fast paced environment. In addition to the following:

- Proficient in MS Office Suite and SharePoint; knowledge of Excel
- Available to work occasional nights and weekends as required to support special events
- Commit to serve the community and ensure a space for ALL youth in our programs
- Maintain the highest level of confidentiality and inspire trust
- Operate with the utmost degree of integrity and commitment to quality
- Work independently with minimum supervision
- Ability to successfully manage products and time
- Display sound judgment in a variety of situations
- Exhibit magical organizational skills
- Show commitment to the mission and desired outcomes of the organization by contributing to a teamwork environment
- Exhibit the principles of continuous learning, servant leadership, and a dedication to excellence
- Strong written and verbal communication skills
- Posses excellent communication and relationship building skills
- Ability to maintain a realistic balance among multiple priorities
- Capacity to prioritize, negotiate, and work with a variety of internal and external personalities
- Represent the Executive Director, and the organization, in a professional manner

Physical Demands:

The physical demands described are representative of those that must be met by an employee to successfully perform the functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk and hear. The employee frequently is required to stand; walk; use hands to finger, handle or feel; and reach with hands and arms and requires the ability to occasionally lift office products and supplies up to 20 pounds.

Work Environment:
This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines.

Travel:
Travel is primarily local during the business day, although some out-of-area and overnight travel may be expected.

Compensation:
Salary is competitive and commensurate with experience.

Application Process:
Interested, qualified applicants should submit their resume to cordell@gotechtown.org. All resumes submitted will be reviewed. Only those chosen for an interview will be contacted.

EEO Statement:
TechTown is fully committed to Equal Employment Opportunity and to attracting, retaining, developing, and promoting the most qualified employees without regard to race, gender, color, religion, sexual orientation, national origin, age, physical or mental disability, citizenship status, veteran status, or any other characteristic prohibited by law. We are dedicated to providing a working environment free from discrimination and harassment, and where all employees are treated with respect and dignity.