

Job Description

Job Title: Assistant to the President and Project Coordinator
FLSA: Non-exempt
Date: February 2024

Job Summary:

This position provides administrative and fiscal support to the JAXUSA Partnership President, JAXUSA Partnership Chair, and Senior Vice President(s) as well as serving as Project Coordinator for Business Development activities.

Essential Duties and Responsibilities:

Administration

- Coordinates and maintains schedule for President and enters meeting activities into Salesforce.
- Assists with coordination and logistics of prospect trips; arranges registration travel and lodging for President and SVP.
- Processes purchase orders for JAXUSA Partnership business, invoices for executives' membership and reconciles monthly billing. Maintain, log, and submit all expense reports
- Functions as main point of contact for executive assistant of JAXUSA Partnership Chairman and Board members for all required events and activities.
- Assists with general request to JAXUSA and inquiries from JAXUSA website coordinating with appropriate team members for follow-up.
- Is responsible for JAXUSA calendar to include travel, JAXUSA events & meetings
- Responsible for Expense Report coordination.
- Assist with coordination of Committee & Council meeting logistics and attend those meetings as assigned for set up/ take down, check in, AV, etc
- Assist with all JAXUSA events such as Quarterly Luncheons, State of the Region etc.
- Answer phones as the first impression for JAXUSA, and to ultimately connect that caller with the correct person internally.
- Assist as needed for President's external responsibilities to outside organizations.
- Other duties as assigned.

Business Development

- Assist Project Managers with site visit coordination (booking meeting space, coordinating hotels, travel logistics, etc)
- Coordinate internally and support the development of the materials and/or presentations for site visits and meetings.
- Assist Business Development Project Managers and the Research Department with Request For Information (RFI) responses, including supporting the submission of RFI's through PDF's and drobox.

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- Provide support and backup to the lead Project Manager to ensure timely responses and coordinated communication on all projects.
- Monitor all Suspect projects communicating the status to the Business Development team on a regular basis.
- Collaborate with Project Managers and Leadership on lead generation and targeted industry visits, assisting with utilization of prospecting tools and software.
- Work with all departments on implementing Strategic Plan goals and targeted industry priorities.

The above cited duties and responsibilities describe the general nature and level of work performed by people assigned to the job. They are not intended to be an exhaustive list of all the duties and responsibilities that an incumbent may be expected or asked to perform.

Education and Experience Requirements:

- Proficient in Microsoft Office (Outlook, Word, Excel, Power Point).
- Proficient in virtual meeting platforms such as Zoom, Teams, Webex, etc.
- Proficient or able to learn Salesforce, Adobe, Dropbox, other programs as needed.
- BA/BS degree in Communications, Marketing, Business or equivalent work experience
- 3+ years practical experience in Administrative work and/or project management.

Knowledge/Skills/Abilities:

- Excellent writing and editing skills
- Strong attention to detail
- Ability to prioritize multiple projects
- Excellent written communication skills
- Various graphic design skills
- Ability to remain flexible in constantly changing environment
- High energy level, self-motivated, and demonstrates initiative are all requirements

Skill Requirements: (X = Required for job)			
X	Utilize internet web sites/functions		Public speaking/group presentations
X	Utilize word processing software	X	Reasoning and logic
X	Utilize spreadsheet software		Leadership and supervisory
X	Utilize database software	X	Retrieve and compile information
X	Typing/computer keyboard	X	Maintain records/logs
X	Analyze and interpret information	X	Verify data and information
X	Ability to communicate verbally	X	Ability to prepare written communications
X	Operate office equipment, fax, phone, calculator, etc.	X	Basic mathematical concepts (add, subtract, multiply, divide)
	Investigate, evaluate and recommend action		Advanced mathematical concepts (fractions, decimals, rations, percentages, graphs)
X	Organize and prioritize information/tasks		Abstract mathematical concepts (interpolation, inference, frequency, reliability, formulas, equations, statistics)
Physical Requirements: (X = Required for job)			
X	Sitting for extended periods	X	Lifting up to 20 pounds of office supplies/equipment

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X	Extended periods viewing computer screen	X	Carrying up to 20 pounds of office supplies/equipment
X	Walking	X	Pushing/Pulling
X	Reading	X	Bending/Stooping
X	Standing		Reaching
X	Writing		Grasping
X	Hearing	X	Repetitive Motions
Hazards: (X = Required for job)			
X	Normal office environment		Electrical current
	Toxic or caustic chemicals		Housekeeping and/or cleaning agents
	Flammable, explosive gases		Proximity to moving mechanical parts
Employee Acknowledgement:			
I have reviewed and understand the requirements stated in this Job Description.			
Employee's Signature			Date