**Job Description:** Executive Administrative Assistant (Full-time)

**Reports to:** CEO & Chief Sales & Operations Officer

*Destination Ann Arbor is the destination marketing organization for Washtenaw County. Our small and passionate team markets and promotes all the destinations in the Ann Arbor area, attracting groups, events, and visitors while elevating the economic vitality and quality of life in the region. As an employer, we offer an awesome, collaborative office environment, along with a robust total compensation package.*

**Position Summary:**
Ensures the CEO and Chief Sales & Operations Officer receive executive level administrative support; responsible for meeting scheduling, calendar management and follow up; prepares written drafts, reports, and correspondence. Handles administrative support for the board of directors’ meetings. Manages a wide variety of administrative duties essential for the efficient management of the office. This position is primarily an in-office/in-person role.

**Essential Functions:**
1. Ensure seamless flow of the executives’ day-to-day activities. Manage with flexibility, discretion, professionalism, and strong interpersonal skills.
2. Manage calendars of appointments and events, including arranging in-person and virtual meetings, travel, etc. Ensure changes, updates, and conflicts are resolved and communicated in a timely and efficient manner.
3. Meeting management to include all details: scheduling, venue selection and confirmation, distribute relevant materials, arrangements for virtual meeting/AV set up, and catering/clean-up of rooms as necessary.
4. Maintain an organized and up-to-date filing system virtually to ensure access to general administrative projects, documents, reports, etc. Track items and communication status.
5. Schedule and set up Board of Directors meetings and other committee meetings. Select locations, coordinate meeting details and refreshments, collect RSVP’s, and follow up on attendees as needed.
6. Draft proposals, reports, and correspondence on a variety of subjects. Prepare and send out correspondence, agendas, and reports as needed.
7. Prepare and process expense reports for executives. Ensure receipts are collected and processed within set guidelines and in a timely manner.
8. Maintain discretion and confidentiality in handling sensitive information with board members, staff, and public.
9. Maintain updated contact lists for executives.
10. Serves as back-up on phones, welcome desk, and other day-to-day office support, and coordinates effective coverage with other office administrative staff.
11. Perform other duties and projects as assigned.
Essential Physical & Environmental Requirements:
1. Role requires primarily in-office work.
2. Requires physical activity for extended periods of time such as computer work/keyboarding, telephone use, filing, bending, reaching, twisting, sitting, and standing.
3. Requires lifting, pushing, and pulling objects over 25 pounds.
4. Local travel in personal automobile required for Destination AA business.

Core Competencies:
1. Knowledge of the Washtenaw County area and the ability to effectively communicate that knowledge to visitors; knowledge of the hospitality industry and its importance to the local economy; ability to understand the role of Destination Ann Arbor and the Sports Commission in the community.
2. Exceptional customer service skills and an ability to handle various individuals and personalities in a professional and friendly manner.
3. Excellent interpersonal skills and ability to work effectively as a team member at all levels of the organization.
4. Ability to exercise initiative, judgment, diplomacy, and maintain confidentiality in a wide variety of internal and public situations.
5. Strong organizational and time management skills; ability to handle multiple tasks and projects simultaneously.
6. Outstanding communication skills including grammar, spelling, and general written correspondence skills.
7. Excellent computer skills; proficiency in Microsoft Office software.

Education and Experience:
4-8 years’ experience in administrative work, sales and sports development, event planning, or related field preferred. Experience in the hospitality or tourism industry desired.

To be considered, please submit a resume and a cover letter with salary expectations to: HR@annarbor.org

*Destination Ann Arbor is an Equal Opportunity Employer*

June 2023