

<b>Job Title</b>	Special Projects Assistant (to the President/CEO)
<b>Department</b>	Administration
<b>Reports To</b>	President/CEO
<b>Organization Summary</b>	Visit Fort Wayne (VFW) is Allen County’s official destination marketing organization. We promote Fort Wayne as a destination for leisure, group, convention, and sports travel.
<b>Job Summary</b>	The Special Projects Assistant to the CEO will play a critical role in the organization by providing exceptional administrative support and project coordination skills to ensure the CEO’s various and extensive projects are moved from conceptualization to completion. The assistant, as a highly confidential employee, will potentially coordinate all phases of an assigned project including visioning, planning, executing, communicating, tracking, monitoring, and closing. This employee will work closely with the CEO on communications and correspondence and may serve as liaison on key initiatives.
<b>Responsibilities</b>	<p>Oversees special projects on behalf of the CEO by establishing timelines, coordinating deliverables with other departments and/or external partners and stakeholders.</p> <p>Create and implement new project plans including scope, vision, goals, schedule, resources, tracking, etc. as requested by CEO.</p> <p>Execute research and data analysis initiatives on specific projects; evaluate and update project status for reporting and decision making; recommend adjustments.</p> <p>Work closely with designated team members to prioritize and organize the CEO’s evolving list of responsibilities and requests against organization-wide goals and deadlines.</p> <p>Assist CEO in management and execution of the organization’s strategic plan objectives and goals. (And other plans as requested.)</p> <p>Work closely and in collaboration with the Vice President of Marketing and Communications (VPM&amp;C) in the CEO’s absence as the VPM&amp;C is the organization’s second in leadership under the CEO.</p> <p>Assist CEO in maintaining excellent board and committee management functions and communications. Serve as a key administrative liaison for the office of the CEO on board and committee business in an exceptional and highly professional manner. Attend board and committee meetings.</p>

	<p>This person will provide strategic content support for designated meetings attended by the CEO. This includes creating agendas, taking meeting minutes and processing them for CEO review, creating and monitoring the status of meeting action plans, and coordinating tasks throughout the organization that are necessary for follow-up. Create and disseminate materials for meetings organized and attended by the CEO.</p> <p>Coordinates and/or provides assistance on initiatives selected in the Tourism Master Plan, tracks progress.</p> <p>Serves as administrative liaison to the Visit Fort Wayne Foundation.</p> <p>Assist in the organizational diversity, equity, inclusion and belonging program.</p> <p>Assist in preparation and submission of grants with CEO and VPM&amp;C.</p> <p>Launch, manage and maintain board communication tools. Create content for monthly board e-newsletter.</p> <p>Manages and maintains Destination Marketing Accreditation Program.</p> <p>Fully prepare the CEO for travel by making travel arrangements and gathering all necessary travel materials.</p> <p>Schedule and organize external and internal meetings strategically on behalf of the CEO as needed.</p> <p>Assist sales, visitor and partner services, and marketing and communications departments as requested by the CEO.</p> <p>Performs other duties as assigned by President/CEO.</p>
<p><b>Knowledge, Skills &amp; Abilities</b></p>	<p>Ability to set priorities, be resourceful, manage workload, and attain goals.</p> <p>Highly detail-oriented and organized with an ability to multitask.</p> <p>Highly motivated self-starter who excels in teamwork.</p> <p>Passionate about working in collaborative teams.</p> <p>Excellent interpersonal and communication skills with exceptional ability to communicate in writing and verbally at all levels of the organization.</p> <p>Contributor of a positive work culture. Extremely passionate about the organization's mission and in increasing opportunities to attract more visitors and develop the destination.</p> <p>Proficiency in use of Microsoft Office Suites software.</p>

	<p>Work independently to anticipate needs of and opportunities for CEO. Comfort with ambiguity and ability to respond adeptly to rapidly changing priorities.</p> <p>A strong ethic of trust, service, confidentiality, professionalism, and desire to be a part of a fun, dedicated team culture.</p> <p>Remain impartial in stakeholder relations.</p> <p>Support and embrace a culture of acceptance for diversity and belonging.</p> <p>Use of personal automobiles for organization business is expected through mileage reimbursement program.</p> <p>Minimal overnight travel may be required.</p> <p>Position is administrative in nature, primarily a sitting position.</p> <p>Requires occasional lifting of 25 pounds or less.</p> <p>High level of interpersonal maturity, grace, self-awareness, and sound judgment. Must be open to self-improvement, growth, and professional development.</p>	
<b>Education &amp; Work Experience</b>	<p>Bachelor's degree in related field preferred.</p> <p>The ideal candidate will have experience in administrative support, project coordination, logistical support, and communications in the nonprofit sector.</p>	
<b>Benefits</b>	<ul style="list-style-type: none"> <li>● Health Insurance or Medicare Secondary Insurance.</li> <li>● Dental Insurance</li> <li>● Vision Insurance</li> <li>● Long Term and Short-Term Disability Insurance</li> </ul>	<ul style="list-style-type: none"> <li>● Life and Accidental Death and Dismemberment Insurance</li> <li>● Paid Parking</li> <li>● Paid Professional Development</li> <li>● 12 Paid Holidays</li> <li>● YMCA Optional Discounted Membership</li> </ul>
<b>Hours</b>	<p>This position is an onsite position at the organization's offices located in downtown Fort Wayne; Monday - Friday 8 am – 5 pm; Rare assistance after hours may be necessary.</p>	
<b>Salary</b>	<p>Salary Exempt Full Time Position</p>	
<b>Equal Opportunity Employer</b>	<p>Visit Fort Wayne is an equal employment opportunity employer.</p>	
<b>Pre-Employment Requirements</b>	<p>Visit Fort Wayne is a drug-free workplace and requires a pre-employment drug screen, and a background check for any individual offered a position of employment.</p>	