



Job Description: Executive Assistant

To apply, submit a [Cover Letter & Resume to erica@cctexasdmd.com](mailto:erica@cctexasdmd.com) with Subject Line – [Executive Assistant](#) by **May 19, 2022**.

About the Downtown Management District: The vision of Downtown Corpus Christi is to create the most vibrant downtown on the Gulf of Mexico by instituting a clean and safe environment; creating a welcoming, well-designed, waterfront; developing a robust, sustainable neighborhood; promoting remarkable, prismatic experiences; and growing our team’s capacity to accomplish the vision.

General Job Description: Be part of the renaissance of Downtown Corpus Christi! We are looking for a new team member with energy, team spirit and attention to detail. Working as part of our fast-paced team, this position supports in key functions that keep our organization running like a well-oiled machine. This includes daily front of house and administrative support, but also fun projects like field trips and team building. Interpersonal skills will be essential for this role. The position reports directly to the Executive Director, but works closely with all team members.

<u>Job Functions (Daily Responsibilities):</u>	<u>Deliverables, Metrics and/or Benchmarks</u>
1) General Management Office	<ul style="list-style-type: none"> • Answer Phones & Route Messages to Appropriate Team Members • Manage Mail & Any Mailing Campaigns • Manage Front Office • Manage Office Supply Orders
2) Executive Support	<ul style="list-style-type: none"> • Schedule & Plan Travel for Executive Director • Schedule & Set Meetings • Prepare Meeting Agendas & Take Notes • Identify Calls to Action & Update Team As Necessary • Track Implementation of Service Plan Projects • Track Monthly & Annual Reporting • Draft letters, memos, invoices, reports, and other documents • Monitor & Manages Executive Director Email Account
3) Board Management	<ul style="list-style-type: none"> • Assist with development of Board Meeting Agendas for Downtown Management District, Downtown Revitalization Alliance & Downtown Merchant Association • Post Board Agendas and Manage Appointments • Manage Calls to Action or Follow Up Items

4) Team Support	<ul style="list-style-type: none"> • Assist with Team Members lifecycle, including Pre-Screening, Onboarding and Offboarding • Coordinate Professional Development Calendar, Book Club and Trainings • Manage Industry Organization Memberships • Coordinate Team Building Activities, Including Out of Office Field Trips
5) Other Duties As Assigned	

Compensation & Benefits:

- Salary Range \$40,000 to \$50,000 (Commensurate with Experience and Qualifications)
- Paid Health Benefits & Life Insurance after 30 Days & 401K Match at 1 Year Anniversary
- 8 Paid Holidays & 15 Paid Time Off Days
- Opportunity for paid Professional Development.

Qualifications:

- High School Diploma Required, Associates Degree Preferred
- Demonstrated years’ experience in related field.
- Priority will be given to those will the following certifications. Strongly Recommended but not required
 - Certified Administrative Assistant (CAA) and/or
 - Professional Administrative Certification of Excellence (PACE)
 - SHRM-CP

Work Hours:

- Typically, 40 Hours Per Week, 8:30 AM – 5:30 PM, Monday through Friday. Flexible Fridays and remote work available as needed.
- Some Weekend and additional hours required for events, including Thanksgiving Week for Christmas Tree Lighting and Monthly Art Walk
- Communication May Be Required for Evenings or Weekends

More about our Organization:

Our Core Competencies tie to our Organizational Values.

<u>Core Competencies:</u>	<u>Organizational Value</u>
1) Collaborative: Willing to share information and offers aid when possible. Consistently looking for ways to improve processes in	Collaborative

the workplace and help the team. Works collaboratively, not competitively.	
2) Communication: Communicates effectively verbally and in writing with team members and customers with widely different socio-economic and educational backgrounds. Listens to others and is open minded to suggestions from others. Is responsive and proactive in communications. Able to communicate directly in challenging situations and talk through conflict.	Leading
3) Initiative: Generates ideas and initiates action to seek information, solve problems or follow through with a task; is a self-starter.	Leading
4) Solution Focused: Understands customer’s needs, expectations, and DMD’s requirements for public service. Treats customers (internal & external) with courtesy and respect. Solution oriented and enabled to assist. Responds quickly to all requests.	Creative
5) Judgement & Decision Making: Evaluates information and makes sound and timely decisions. Is accountable for results. Selects decision alternatives that meet the objectives of the organization’s vision and mission.	Determined
6) Attitude: Keeps an upbeat, professional attitude even under challenging situations in order to keep perspective for the greater good. Maintains flexibility without losing momentum. Adapts to situations seamlessly.	Passionate
7) Quantity of Work & Reporting: Consistently completes acceptable volume of work on time and reports on accomplishments. Seeks further assignments when workload permits. Completes reports on time and does not require reminders for reoccurring reports.	Tenacious
8) Responsibility & Quality of Work: Has good attendance, is on time and is present and productive at work. Work consistently demonstrates an understanding of the objectives and mission statement.	Tenacious