

**DETROIT  
FUTURE  
CITY™** **JOB DESCRIPTION FORM**

<b>Job Title:</b>	<b>Date:</b>
<b>Executive Assistant</b>	<b>10/20/22</b>

<b>Dept/Business Unit:</b>	<b>Supervisor:</b>
<b>Operations/Administration</b>	<b>Office Manager</b>

<b>Employment Status: FT or PT</b>	<b>FLSA Status: Exempt or Non-Exempt</b>
<b>FT</b>	<b>Non-Exempt</b>

<b>Location:</b>	<b>Other:</b>
<b>Detroit, MI</b>	

**PURPOSE OF JOB:**

The Executive Assistant will assist the Office Manager with the efficient operation of Detroit Future City by carrying out a variety of administrative tasks. The Administrative Assistant will also be responsible for coordinating the appointment calendar for the CEO and scheduling and supporting meetings of the Board of Directors and its committees.

- RESPONSIBILITIES:**
- Principle Duties and Responsibilities:
- Coordinate and maintain appointment schedule for the CEO
  - Coordinate travel arrangements for CEO and other staff who travel for conferences
  - Coordinate scheduling of Board and Board Committee meetings. Prepare and distribute meeting materials. Attend meetings and prepare meeting minutes.
  - Support in-office meetings and public events as needed
  - Receive calls and monitor messages in general voice mailbox; receive mail and distribute to other staff as appropriate
  - Utilize standard DFC software and protocols to manage work responsibilities (Microsoft Office products, Microsoft Teams, SmartSheets, Zoom, Bloomerang)
  - Perform other basic administrative duties under the direction of the Office Manager

- JOB QUALIFICATIONS:**
- Minimum three years of experience handling administrative duties in a professional office setting
  - Experience with calendar management and meeting scheduling desired
  - Proficient in use of Microsoft Office products (Word, Excel, Outlook, PowerPoint)
  - Experience with other software products, including SmartSheets, Microsoft Teams, ZOOM desired.
  - Well-organized and detail conscious
  - Professional, customer-focused demeanor
  - Excellent written and verbal communication skills
  - Ability to collaborate and work well in a team setting

**SPECIAL CONSIDERATIONS:**

TRAVEL REQUIRED: Occasional local travel for meetings, events, and errands will be required.

WORK HOURS: Full-time, 9:00am to 5:00pm, M-F with some flexibility permitted with supervisor approval. Attendance at occasional evening or weekend events may be required.

PHYSICAL REQUIREMENTS: able to lift up to 25 lbs