Executive Assistant/Project Manager

The Saint Paul Downtown Alliance is a new organization that represents downtown businesses, nonprofits, government entities, residents, and entrepreneurs dedicated to building a strong and vibrant downtown and creating a positive downtown experience. This nonprofit organization is guided by a 15-person board of directors and cochaired by Saint Paul Mayor Melvin Carter and Chris Hilger, Chairman and CEO of Securian Financial.

The Saint Paul Downtown Alliance is seeking a bright and motivated Executive Assistant/Project Manager to join the team! In this role, you will take on a variety of administrative and project management tasks to support the organization's president. Your strong relationship management skills, ability to prioritize effectively, and capacity to anticipate needs in a small, yet fast-paced environment will make you an ideal candidate. You will:

• Manage the president's agenda and calendar, as well as board and committee schedules

• Prepare president for meetings as needed; take meeting notes as required and follow up

• Collect and prepare information used for presentations and meetings

• Draft and edit correspondence

• Reconcile expense reports and budget related data

• Work closely with committees and board members to assist and support key strategies

• Proactively identify potential issues that could impact the president or the organization as a whole

• Lead special projects under the direction of the president

• Strategize short and long-term needs of the organization in collaboration with the president

• Assist with building out the firm's marketing content and manage social media strategies

QUALIFICATIONS:

• Ability to work in a fast-paced, startup environment

• Ability to confidently interact with senior and executive level management

• Ability to effectively manage time, prioritize tasks and work within deadlines with little supervision

• Ability to create and modify processes and scale best practices across the organization

• At least 3+ years of experience in a similar role

• A proven record of self-motivated problem solving

• Proficiency in wide range of office organizing skills

• Exceptional interpersonal, written, and verbal communication skills

• Stellar prioritization and multitasking skills

Please submit your cover email and resume for immediate consideration via email to joe.spencer@stpdowntownalliance.org

Open til filled