

POSITION:	Executive Assistant / Project Manager
SALARY RANGE:	\$50,000-60,000 dependent on qualifications (full time, exempt, salaried), with competitive benefits (medical, dental, retirement contributions, parking/transit assistance)
REPORTS TO:	President and Director of Operations
LOCATIONS:	Downtown Saint Paul, in person
DEADLINE:	Ongoing, interviews to begin in May 2024 until position is filled

The Saint Paul Downtown Alliance is seeking a bright and motivated executive assistant / project manager to join the team! This position requires an experienced, versatile, organized, detail-oriented manager with excellent communication, interpersonal and team-building skills. This is an exciting opportunity to work in downtown Saint Paul for a small but growing and fast-paced nonprofit organization. The executive assistant / project manager works alongside the president and director of operations on various administrative aspects of the organization and coordinates special projects as assigned. Tasks include but are not limited to:

- Managing the president's agenda and calendar, as well as scheduling meetings for staff, board, workgroups, etc.
- Preparing president for meetings as needed; taking meeting notes as required and completing any subsequent follow-up tasks.
- Collecting and preparing information used for presentations and meetings.
- Drafting and editing correspondence.
- Working closely with committees and board members to assist and support key strategies.
- Proactively identifying potential issues that could impact the organization.
- Leading special projects under the direction of the president and director of operations.
- Strategizing short- and long-term needs of the organization in collaboration with other staff.
- Assisting with developing marketing content and managing social media strategies.
- Reconciling expense reports and budget-related data.
- Updating and maintaining databases and other information.

THE IDEAL CANDIDATE...

- Is excited to work for a small but fast-paced and growing nonprofit organization.
- Is energized by working primarily in person from downtown Saint Paul, with flexibility.
- Can confidently interact with senior and executive-level management.
- Effectively manages time, prioritizes tasks and works within deadlines with little supervision.
- Has at least three years of experience in similar roles.
- Has a proven record of self-motivated problem solving.
- Is proficient in a wide range of office organizing skills.
- Has exceptional customer service, interpersonal, written and verbal communication skills.

ABOUT THE SAINT PAUL DOWNTOWN ALLIANCE

The Saint Paul Downtown Alliance (SPDA) was founded in 2018 with a mission to drive vibrancy and vitality in downtown Saint Paul. SPDA is governed by a board of directors made up of 22 leaders from across downtown's private, public and nonprofits sectors, and works closely with dozens of external partners to make downtown a safe, clean and vibrant place for workers, visitors and residents. SPDA focuses its work on three strategic initiatives.

- Safe and Clean – SPDA oversees manages the day-to-day operations of the Saint Paul Downtown Improvement District, an independent nonprofit that works to improve safety outcomes and perceptions in downtown.
- Vitality – SPDA delivers a variety of programming and activations throughout the year to improve vitality downtown.
- Messaging and Advocacy – SPDA produces content across social media and its other digital platforms to promote a positive narrative about downtown and works at a local and regional level to advance policies that benefit downtown.

APPLY

To apply please submit a resume and cover letter to careers@stpdowntownalliance.org.