

# HALIFAX AREA ADVERTISING AUTHORITY

## JOB DESCRIPTION

**Job Title:** Executive Assistant to Executive Director  
**Department:** Administration  
**Reports to:** Executive Director

**Job Description:** Assist the Executive Director with all phases of work. As Executive Assistant and Board Liaison, provide 'one-stop' administrative support for the Executive Director. The top priority is to contribute to the success of the Executive Director through managing an effective executive office. Be the center of communications for the Executive Director, both internally and externally to the organization. As an extension of the support provided to the Executive Director, the Executive Assistant is also responsible for providing administrative support to senior staff as appropriate.

### Areas of Primary Responsibility and Focus:

- Set up and maintain all office files, forms and records for the Executive Director.
- Maintain Executive Director Outlook calendar.
- Act as liaison and coordinate the details of all HAAA Board meetings, workshops, etc. Ensure room set up/clean up, meeting notice, preparation of materials, attendance verification, and preparation of minutes and ensure posting of records on [daytonabeachcvb.org](http://daytonabeachcvb.org) in a timely manner.
- Assist the Executive Director with the preparation and distribution of the annual destination Marketing Plan and Budget for presentation.
- Coordinate the details of all department meetings and/or senior staff meetings.
- Coordinate the details of all staff meetings.
- Coordinate and dictate HR Committee meetings.
- Send out staff memos.
- Maintain office copier, contract, issues and renewals.
- Create and maintain staff monthly calendar and time off.
- Handle all open job positions, post open positions on designated websites, collect and organize all applications, prepare and send offer letters.
- Coordinate all senior staff job interviews and/or any other interviews Executive Director participates in.
- Collect, assess, and interview entry-level positions and make final recommendation to Executive Director.
- Handle all HAAA board member needs as needed.
- Create and maintain CVB's Organizational Chart.
- Receive, collect, prepare all public records request.
- Produce monthly Executive Director Report.
- Produce monthly STR report to fit public access.
- Hire and manage office coordinator and daily schedule.
- Act as a liaison for work given to office coordinator.
- Prepare official welcome letters for incoming groups and acquire county official signatures.
- Update the CVB's Crisis Management Plan yearly.
- Update the CVB's Employee Contact List every six months.
- Handle all CVB public records request.
- Assist other departments with assignments as needed.
- Interact with all office staff and work cooperatively to ensure the smooth operation of the office.
- Other duties and projects as assigned by supervisor.

### EDUCATION/EXPERIENCE, KNOWLEDGE, SKILLS AND COMPETENCIES

- Associates Degree and/or five years administrative experience at an executive level

- Working knowledge of major computer software technologies; to include Microsoft Office
- Competency to manage multiple tasks and meet deadlines, set priorities and determine objectives and strategies to achieve them
- Working knowledge of the Florida Sunshine Law and public records request.
- Strong problem solving skills and the ability to assess and anticipate issues and proactively resolve them
- Strong verbal and written communication skills; excellent interpersonal skills with the ability to work effectively with all organizational levels
- Ability to work independently and exercise good judgment with exceptional attention to detail
- Positive, professional, "can do" attitude and ability to excel in fast-paced environment

**ENVIRONMENTAL CONDITIONS:**

- Indoors in typical office environment with little exposure to excessive noise, dust, fumes, vibrations, and temperature changes approximately ninety-five percent (95%) of the time.  
The noise level in the work environment is usually moderate to occasionally loud with periodic vibration.
- Outdoors with exposure to noise, heat, and cold approximately five percent (5%) of the time.
- Limited city and county travel.
- Limited weekend and evening hours.
- Frequent computer use at workstation up to two hours at a time.
- Frequently work at fast pace with unscheduled interruptions.
- May move (walk or drive) from one work location to another.

**PHYSICAL DEMANDS:**

- Mobility within the office.
- Ability to work in hot and cold environments.
- Ability to walk, sit, stand and climb stairs.
- Ability to lift up to 25 pounds.
- Ability to drive own vehicle as required to perform essential job functions.
- Ability to travel out of town, including weekends, if necessary.

**Changes:** This job description will be updated if duties and responsibilities change significantly. Job functions are subject to modification based on business necessity.

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