

Administrative Assistant/Project Coordinator

Objective

The position of **Administrative Assistant/Project Coordinator** is responsible for providing administrative support and management and successful completion of leadership and organizational projects by performing a variety of tasks, including coordination, setting deadlines, assigning responsibilities, and monitoring and summarizing progress of multiple projects for the Greater Madison Convention & Visitors Bureau (GMCVB) and Madison Area Sports Commission (MASC).

Department: Leadership

Supervisor: Executive Vice President

Direct Reports N/A

Job Classification: Assistant, Non-exempt, Full-time

Work Site Location: Corporate Office

Revised: August 2018

Responsibilities*

- Successfully manage, coordinate and record governance and volunteer leadership related projects, meetings, programs and initiatives, including GMCVB and MASC committee meetings. This may include, but is not limited to,
 - Agenda preparation
 - Presentation preparation
 - Meeting notices, RSVP Collection and all meeting communications
 - Minute taking, distribution
 - Meeting preplanning (site logistics, materials, material distribution, etc.)
- Manage data collection, preparation and distribution of quarterly reports to internal and external stakeholders.
- Act as internal lead for project management software: train staff; set procedures for use
- Assist in project management for development of annual operating budget and plan and periodic strategic plans. This may include but is not limited to
 - Scheduling internal and external meetings
 - Minute taking and distribution
 - Monitoring progress and metrics
- Provide project management support for preparation of semi-annual Visitors Guide and annual map
- Consolidate and analyze industry research and data as requested for presentation to internal and external stakeholders.
- At direction of EVP, assist with project management of leadership events or initiatives such as strategic planning retreats, etc.
- Provide assistance to organization-wide events or other events as directed.
- Manage multiple web events calendars; curate submissions, post to partner websites.
- Provide administrative support to include:
 - Prepare credit card report for approval
 - Provide back-up for front desk as needed
 - Schedule/plan travel arrangements for staff
 - Schedule meetings for EVP
- Perform other activities as directed.

**The above is intended to describe the general content of and major responsibilities for performance of the position. It is not intended to be an exhaustive statement of job duties or requirements.*

Education and Experience Required

- Associates Degree or Bachelors Degree preferred
- 3 years of relevant experience in a similar role.
- Knowledge of Roberts Rules of Order a plus
- CRM experience beneficial
- Experience with CVB, related tourism agency, or in hospitality a plus.
- Experience – and comfort level/confidence - working with Board of Directors, community leaders, elected officials beneficial.
- Proficiency in MS Office suite 2007 and/or 2010 (Excel, Access, Word and PowerPoint)
- Proficiency working with telecommunications technology: teleconferencing, AV equipment, projectors, etc.
- Proficiency in project management principles, practices and software (AceProject preferred)

Skills and Abilities Required

- Self-motivated
- Proactive, anticipatory working style, takes initiative
- Quick learner
- Strong organizational and time management skills.
- Strong oral and written communication skills.
- Minute taking
- Excellent proofreading skills
- Strong attention to detail; commitment to quality and accuracy.
- Critical thinking
- Active listening
- Confidential nature; ability to keep information confidential
- Flexibility/ability to work early mornings, as needed, to set up for morning meetings
- Strong ability to manage multiple projects and tasks.
- Strong ability to work independently and as part of a team.
- Strategic thinking abilities and ability to streamline processes.
- Ability to establish and maintain effective working relationships.

Physical Demands

While performing the duties of this job, the employee is required to sit at a desk and computer for long periods of time, is occasionally required to stand; use hands to finger, handle or feel; reach with hands and arms; stoop, kneel, crawl and/or crouch. May be requested to lift materials of up to 35 lbs. Specific vision abilities required include reading computer screen and written documents; close vision, color vision and ability to adjust focus. Communicate via verbal, audible and written means.

Work Environment

Heated and air conditioned open office environment. Noise level is usually low to moderate. May be required to occasionally travel and work off site for training, special projects and Bureau supported functions.

Reasonable Accommodation

It is the policy of the GMCVB to provide reasonable accommodations to qualified individuals with a disability who are applicants for employment or employees to perform the essential functions of the job.

The GMCVB is an Affirmative Action/Equal Opportunity Employer.