

# Visit Pensacola

## Job Description

**Job Title:** Administration Assistant  
**Reports To:** President & CEO  
**Department:** Administration  
**Salary Range:**  
**Status:** Non-Exempt, Full Time, VP office

**Summary:** Serve as liaison with Board, staff, partners and volunteers for President & CEO. Organize and coordinate executive outreach and external relation efforts. Assist with projects as assigned and produce professional communications and reports documenting Visit Pensacola activity. Perform administrative tasks and clerical duties for President and Executive Staff.

**Essential Duties and Responsibilities** include the following.

- Serve as primary point of contact for internal and external constituencies on matters pertaining to the President & CEO.
- Provide a bridge for smooth communication between the President & CEO's office and staff; demonstrating leadership to maintain credibility, trust and support.
- Manage executive's schedule, appointments, travel arrangements, and expense reports.
- Prepare, edit correspondence, reports, and responses to written communications on behalf of the President & CEO.
- Manage Visit Pensacola's schedule of meetings and programs including announcements, registration, and related website pages.
- Record, transcribe and distribute minutes of Visit Pensacola meetings.
- Research and coordinate special projects as directed by the President & CEO.
- Prioritize conflicting needs; handle matters expeditiously, proactively, and follow-through on projects to successful completion, often with deadline pressures.
- Prepare monthly and annual reports for Board Meetings, TDC, and Escambia County.
- Provide administrative support to the Event Grant program including establishing schedules, distributing materials, answer questions, prepare applications for review, and transcribe minutes from the committee meetings.
- Support special projects through research and managing the project timeline.
- Support internal staff as requested.
- Collect data from Partners and Vendors, prepare reports as requested.
- Prepare invoices, reports, memos, letters and other documents using word processing, spreadsheet, database and other presentation software.
- Provide high quality professional service to clients and staff to fulfill needs effectively and efficiently demonstrating credibility, trust and support.
- Improve processes and policies in support of organizational goals, maximize output, adherence to rules, regulations and procedures.
- Be a team player, problem solver, people person, self-starter and demonstrate flexibility, initiative, and strong communication skills.
- Other duties as assigned.

**Competency:**

To perform the job successfully, an individual should demonstrate the following competencies:

Analytical - Synthesizes complex or diverse information; Collects and researches data; Uses intuition and experience to complement data; Designs work flows and procedures.

Problem Solving - Identifies and resolves problems in a timely manner; Gathers and analyzes information skillfully; Develops alternative solutions; Works well in group problem solving situations; Uses reason even when dealing with emotional topics.

Project Management - Develops project plans; Coordinates projects; Communicates changes and progress; Completes projects on time and budget; Manages project team activities.

Oral Communication - Speaks clearly and persuasively in positive or negative situations; listens and gets clarification; Responds well to questions; Demonstrates group presentation skills; Participates in meetings.

Team Work - Balances team and individual responsibilities; Exhibits objectivity and openness to others' views; Gives and welcomes feedback; Contributes to building a positive team spirit; Puts success of team above own interests; Able to build morale and group commitments to goals and objectives; Supports everyone's efforts to succeed; Recognizes accomplishments of other team members.

Written Communication - Writes clearly and informatively; Edits work for spelling and grammar; Varies writing style to meet needs; Presents numerical data effectively; Able to read and interpret written information.

Ethics - Treats people with respect; Keeps commitments; inspires the trust of others; Works with integrity and ethically; Upholds organizational values.

Organizational Support - Follows policies and procedures; Completes administrative tasks correctly and on time; supports organization's goals and values; Benefits organization through outside activities; Supports affirmative action and respects diversity.

Adaptability - Adapts to changes in the work environment; Manages competing demands; Changes approach or method to best fit the situation; Able to deal with frequent change, delays, or unexpected events.

Attendance/Punctuality - Is consistently at work and on time; Ensures work responsibilities are covered when absent; Arrives at meetings and appointments on time.

Dependability - Follows instructions, responds to management direction; Takes responsibility for own actions; Keeps commitments; Commits to long hours of work when necessary to reach goals; Completes tasks on time or notifies appropriate person with an alternate plan.

Initiative - Volunteers readily; Undertakes self-development activities; Seeks increased

responsibilities; Takes independent actions and calculated risks; Looks for and takes advantage of opportunities; Asks for and offers help when needed.

Judgment - Displays willingness to make decisions; Exhibits sound and accurate judgment; Supports and explains reasoning for decisions; Includes appropriate people in decision-making process; Makes timely decisions.

Planning/Organizing - Prioritizes and plans work activities; Uses time efficiently; Plans for additional resources; Sets goals and objectives; Organizes or schedules other people and their tasks; Develops realistic action plans.

Professionalism - Approaches others in a tactful manner; Reacts well under pressure; Treats others with respect and consideration regardless of their status or position; Accepts responsibility for own actions; Follows through on commitments.

Quality - Demonstrates accuracy and thoroughness; Looks for ways to improve and promote quality; Applies feedback to improve performance; Monitors own work to ensure quality.

**Qualifications:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Education/Experience:**

Bachelor's degree (B. A.) from four-year College or university; or two years related experience and/or training; or equivalent combination of education and experience.

**Computer Skills:**

To perform this job successfully, an individual should have knowledge of Word Processing software; Spreadsheet software; Project Management software and Database software.

**Certificates and Licenses:**

No certifications needed

**Supervisory Responsibilities:**

This job has no supervisory responsibilities.

**Work Environment:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.

**Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee must occasionally lift and/or move up to 50 pounds. While performing the duties of this Job, the employee is regularly required to sit; use hands to finger, handle, or feel and talk or hear. The employee is frequently required to reach with hands and arms. The employee is occasionally required to stand; walk; climb or balance; stoop, kneel, crouch, or crawl and taste or smell.

**Activity Measures:**

- Timely reports
- Accuracy
- Punctual
- Preparation for meetings
- Maintaining of President & CEO's schedule and meetings
- Presentations