

Embassy Theatre Foundation, Inc.

Job Description

Job title: Special Projects Assistant (to the President/CEO)
Reports to: President & CEO
Classification: Exempt, Full time
Salary range: Starting at \$40,000; negotiable, based on experience

Essential Functions: This position is responsible for providing exceptional administrative support and project coordination skills to ensure the CEO's various and extensive projects are moved from conceptualization to completion. Works closely with the CEO on communications and correspondence and may serve as liaison on key initiatives. Keeps official corporate/board records and executes administrative policies determined by the organization.

Duties and responsibilities:

- Coordinates one to all phases of an assigned project, including visioning, planning, executing, communicating, tracking, monitoring and closing.
- Creates and implements new project plans as requested by the CEO.
- Executes research and data analysis initiatives on specific projects, evaluates and updates project status for reporting and decision making, recommends adjustments.
- Serves as administrative liaison to the CEO, which includes scheduling, meeting coordination and preparation, administrative files, personnel information, organizational archives and board relations and administration.
- Provides administrative assistance to the senior team as directed by the CEO.
- Works closely and in collaboration with the Chief Operating Officer in the CEO's absence as the COO is the organization's second in leadership under the CEO.
- Manages office procedures including petty cash and other financial controls, and office supplies and equipment and their related budgets.
- Manages and appropriately conveys confidential and professional information to staff, board, donors, members, volunteers and others.
- Performs other duties and responsibilities as assigned.
- Adheres to the Embassy mission, which is to enrich the cultural life of the region by providing a wide range of arts and entertainment experiences in a historic venue, and to its values, which are stewardship, excellence and diversity, inclusion and community.

Skill requirements: Proficient in Microsoft Office Suite, Zoom, and other cloud-based applications. Excellent written and verbal communications. Requires attention to detail, development and adherence to internal processes, strong board protocol and office management skills, professional etiquette, versatility, flexibility and a willingness to work within constantly changing priorities.

Education and/or experience: High school diploma or GED required. Minimum four years' experience in office or nonprofit environment or equivalent preferred. Must be able to work with a team as well as independently, be an excellent communicator and able to handle multiple tasks.

Hours: Full time is based on 35 hours per work week, with flexibility to accommodate some weekend and after-hour work schedules. Work from home flexibility also available.

Compensation: Wages are commensurate with experience. The Embassy offers a benefits package that includes a flexible work environment; health, dental and life insurance; 403(b) retirement plan; mental health EAP; short- and long-term disability; and paid vacation, holidays and sick days.