

**OPEN POSITION**  
**INTERNAL/EXTERNAL**

Position Title: **Chief Executive Assistant**

Report to: President/CEO

This position description provides the key factors of the job demand essential to evaluating job performance. It is not intended to be complete in detail. The individual classified in this job is expected to perform all the details involved in the job and, on occasion, may be required to perform functions of a higher or lower skill level not included in this job description. The individual is responsible for but not limited to:

**Primary Objective:** Provide comprehensive and strategic support to Chief Executive Officer (CEO) in executing policy/program goals of the organization.

**1. Job Duties.**

- Responsible for the monitoring and tracking of projects for the Executive Office;
- Responsible for all office management duties
- Maintain a record of all local state and federal issuances and notifications
- Provide staff support to the FEC and Workforce Development Board (WDB) of Directors
- Responsible for company and Board of Director travel arrangements and itineraries
- Responsible for board meeting preparation and distribution of minutes and action lists
- Effectively answer all inquiries of executive leadership, and interact effectively with other high level executive staff of the organization
- Type, compose, and edit routine correspondence
- Organize and maintain an effective filing system
- Organize internal and external meetings
- Organize staff seminars and schedule training/bookings
- Responsible for managing company events, and work effectively with outside vendor for catering needs
- Ability to handle multiple assignments and meet deadlines
- Ability to work effectively under pressure
- Ability to maintain a high level of confidentiality in regards to the operations of the executive office
- Knowledge of organizational support systems
- Show initiative, commitment and self-motivation
- Knowledge of advanced secretarial support techniques

**Education:**

- Bachelor's degree or equivalent in work experience at the leadership or functional level, dependent upon position
- Experience related to the business or industry preferred, Social Services Administration
- Not-For-Profit Management, Management or similar setting. Advanced reading writing, and arithmetic skills that are normally acquired through college level course

**Qualifications:**

- Proficient in typing at least 60 wpm, punctuation, grammar and oral communication. Good interpersonal skills, good judgment, organizational or management ability, initiative, and the ability to work independently.
- Proficient in all Microsoft Office Suite Programs/Excel/Adobe/Visio
- Ability to work flexible hours as needed
- Must have reliable personal transportation and auto insurance
- Must be able to pass a background check

**Experience:**

Computer proficiency and good internet research skills, the ability to work well with all levels of internal management and staff, as well as outside clients and Vendors.

Apply in person at the Full Employment Council/Missouri Career Center  
Location: 1740 Paseo, KCMO (M-F 8-5)

Applications accepted until position is filled

Posted: 2/19/2021

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**EOE/AA/M/F/V/ADA**

**E-Verify Employer**

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