



## Position Description

**Job Title:** Assistant to the President  
**Reports To:** President and CEO

### POSITION OVERVIEW

The Assistant to the President provides high-level support to the President and CEO of SelectFlorida, as well as the entire organization. This dynamic role serves as a strategic partner to, representative of, the President. The assistant is a primary point of contact for internal and external stakeholders, supports external engagement, and manages high-level relationships. The Assistant will work independently on projects from conception to completion, manage complex schedules, and handle sensitive matters with the highest level of discretion, facilitating the President's ability to effectively lead and support the organization and its mission.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

- **Executive Support:** Act as the primary gateway for the President's office, managing access and flow of information, supporting time management, and researching and prioritizing incoming assignments, opportunities, and issues. Prepare briefing notes for meetings and events. Ensure the President gives appropriate attention to urgent and high priority items.
- **Project Coordination:** Successfully complete critical projects and special assignments with a hands-on approach, often under deadline pressure. Track follow-up items and ensure successful execution of initiatives. Serve as the President's liaison for internal and external activities, ensuring timely completion of assignments. Assist with strategic initiatives, special assignments, and manage tasks to ensure initiatives move forward.
- **Calendar and Travel Management:** Manage an extremely active calendar that is subject to change in response to priority adjustments, coordinate meetings, and events, and ensure the President is well-informed of upcoming commitments. Coordinate complex domestic and international travel logistics, including itinerary planning and expense reporting.
- **Communication:** Create, format, and edit presentations, reports, memos, and other complex documents. Review and proofread items requiring the President's approval. Prepare meeting notes and update summaries for review.
- **Stakeholder Support:** Provide comprehensive, diplomatic, and friendly support for SelectFlorida's internal and external stakeholders. Serve as a primary point of contact for stakeholders, responding to inquiries promptly and professionally.

Implement initiatives to enhance SelectFlorida's relationships with key external stakeholders. Coordinate meetings and other opportunities to facilitate stakeholder engagement.

- **Logistics:** In collaboration with Communications and External Affairs, coordinate logistics for internal and external meetings, draft meeting materials and talking points, and coordinate meeting follow-ups. Communicate with internal and external contacts to facilitate the flow of information, ensure proper planning, as well as evaluate and respond to requests.
- **Events:** Ensure the President is adequately prepared and staffed for events in which the President is attending on behalf of the organization. Serve as the primary point of contact for event invitations, speaking requests, and external engagement opportunities. Coordinate events on behalf of the President and organization as assigned.
- **Routine Administrative Duties:** Perform routine administrative and office management duties independently on behalf of the President as well as other SelectFlorida team members.

## **SUPERVISION**

N/A

## **MINIMUM QUALIFICATIONS REQUIRED**

- Bachelor's degree in a relevant field and at least two years of relevant experience, or an appropriate combination of education and experience.
- Demonstrated exceptional communication and emotional intelligence, proofreading, project management, critical thinking, problem-solving, collaboration, and analytical skills.
- Demonstrated organizational skills, sharp attention to detail, and the ability manage and prioritize multiple complex tasks concurrently.
- Ability to be a strategic partner, provide support to a wide variety of stakeholders, effectively respond to change, act with professional judgement, and manage executive logistics.
- Flexibility to travel in and out of state as needed to provide support for external initiatives.

## **TO APPLY CONTACT:**

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*SelectFlorida is subject to the Public Records Law and the Sunshine Law; therefore, submissions to this job announcement could be subject to public disclosure.*