



Job posting: Executive Assistant in Austin, Texas

Movability is seeking an organized, detailed-oriented individual to serve as a full-time Executive Assistant. We value experience and grit over degrees and certifications. The ideal candidate will be proficient in Quick Books and Microsoft products; enjoy and be motivated by being in a supporting role; have a “can do” attitude with exceptional emotional intelligence; and possess strong organizational and strategic thinking skills.

This is a full-time salaried exempt position (we are open to applicants who prefer to work 30+ hours each week) with a pay range of \$39,000 - \$48,000 depending on qualifications. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Benefits include:

- Four+ weeks of paid time off
- Hybrid work environment
- Employer matching retirement plan
- Comprehensive suite of insurance and an employee assistance program
- Free learning and development courses
- Monthly commuter stipend
- Monthly cellphone stipend

What you'll do:

- Provide administrative and clerical support to the Executive Director and Managers
- Oversee accounts payable and account receivable communications with our contract bookkeeping service
- Prepare correspondences, meeting agendas and reports; record and distribute meeting minutes; create PowerPoint presentations; oversee the logistics and scheduling of staff and board meetings; assist with in-person and virtual event planning and execution
- Manage the database to assure accuracy and assist the team with pulling lists and sending targeted outreach for specific communications
- Provide general assistance to staff on computer and software setup and basic IT troubleshooting

What you'll bring:

- A high proficiency in Quick Books, Microsoft Outlook, MS Word, Teams, Excel, Power Point, Zoom, business writing and general office procedures
- The ability to prioritize work amidst competing demands, as well as respond quickly and calmly to last-minute changes

- Strong communication skills, with a commitment to accuracy, which can be adapted to a variety of audiences
- The ability to work closely with the Executive Director using sound judgment and discretion
- The ability to work well independently and as part of a team
- Courtesy, professionalism, and sensitivity to successfully interact with cross-generational stakeholders
- The maturity to respect the rules and the confidence to know how and when to bend them
- Ability to work in our downtown Austin, Texas office two days each week

Preferred Qualifications:

- Microsoft Office Specialist certifications
- Knowledge of Survey Monkey and website upkeep
- Experience in collecting and categorizing data
- Experience in assisting with research and data projects
- Bilingual in Spanish/English
- Experience with Twitter, Instagram, LinkedIn, and Facebook for business use
- Fully vaccinated
- Transportation Demand Management (TDM) knowledge or experience
- Bachelor's degree from a four-year college or university

What to send to us:

Cover letter and resume to jobs@movabilitytx.org. Please note "Executive Assistant position" in the subject line. Direct all correspondence to Lisa Kay Pfannenstiel, Executive Director of Movability. A complete job description can be found [here](#). Resumes will be taken through Monday, May 23, 2022 or until the position is filled.

Who we are:

As a business association, Movability provides commute consulting and programs to businesses and commuters in Central Texas. We are proud to work with employers in all industries and of all sizes. We provide mobility education and services that save the employer and their employees time and money while helping them reach sustainability goals.