



Job Description

Job Title: Executive Assistant

FLSA Status: Exempt

Reports to / Supervisor: Executive Director, Movability

OVERVIEW

Movability is Central Texas' only Transportation Management Association. The organization is dedicated to helping commuters do more with their time by finding mobility options that work for them. We are a nonprofit organization working with for-profit companies, higher education institutions, associations, and charitable nonprofits. We work hand-in-hand with employers and service providers, promoting mobility and commuting options and improving economic vitality by delivering customized professional transportation services, networking and leadership opportunities.

SUMMARY

The Executive Assistant for Movability provides administrative, clerical and general IT support to the Executive Director and, as directed by the Executive Director, to the Movability Managers. Primary duties will include reviewing and preparing incoming accounts payable and outgoing accounts receivable correspondence with our bookkeeping service provider; preparing meeting agendas, reports, meeting minutes, assisting with basic IT setup and troubleshooting; Power Point presentations; assisting with in-person and virtual event planning and execution; and managing the database. The position requires a thorough overall knowledge of the goals and direction of the organization and the ability to work closely with the Executive Director using sound judgment and discretion. Your position plays a critical role in achieving the goals of Movability by performing the following duties.

Because Movability has a small staff, many duties, assignments, and tasks overlap; collaboration and coordination are required for the success of the organization.

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.

Essential Duties and Responsibilities include the following, other duties may be assigned:

- Provide administrative support to the Executive Director and as directed to the Management team by preparing meeting agendas and reports, recording minutes of board, staff, and partner meetings, performing clerical functions such as creating and updating forms, surveys and SOP's, preparing correspondences, ordering supplies, scheduling in-person and virtual meetings, and communicating with partners and stakeholders
- Identify potential areas of conflict, opportunity, and dispute arising between team, board, partners, and stakeholders using discretion, confidentiality, and sound judgement
- Oversee communications with bookkeeper/accountant regarding accounts payable and receivable to assure accuracy of accounts and timeliness of payments
- Manage the CRM system to assure its accuracy, input meeting notes and new contacts, extract lists for sending targeted outreach and specific communication
- Research and catalog best practices and data from other organizations, communities and Movability members and platforms
- Prepare presentations, communications, and marketing materials
- Assist with securing and managing in-person meeting and event locations, logistics, registrations, catering, and technology



- Perform general office duties including answering phone calls and emails and directing both to appropriate parties or taking messages, filing, and retrieving corporate documents, records and reports, ordering supplies, managing account logins and passwords, and providing computer assistance to the team
- Assist in clerical tasks associated with on-boarding and off-boarding of employees: ensure computer set up with needed software, and applications; coordinate introduction meetings and set up workstation; basic troubleshooting of software issues, working with outside IT vendor when needed
- Assist with documenting activity, manage, and produce comprehensive and timely reports for funders
- Contribute to the efficiency of the organization by performing other duties as assigned and participating in special projects as assigned by the Executive Director

Supervisory Responsibilities:

- Periodically manages and oversees intern(s).

Education and/or Experience:

- Minimum: 2 to 3 years related experience and/or training; or associate's degree or equivalent from two-year college or technical school; or equivalent combination of education and experience.
- Preferred: Bachelor's degree from four-year college or university; or four years related experience and/or training; or equivalent combination of education and experience
- Preferred: Bilingual in English and Spanish

Certificates, Licenses, Registrations

- Microsoft Office Specialist certifications preferred.

COMPETENCIES

The requirements listed below are representative of the knowledge, skills and/or abilities required to perform the job successfully with or without reasonable accommodation.

Computer Skills

To perform this job successfully, an individual should have knowledge of:

- Microsoft Outlook, Microsoft OneNote, Microsoft Word Teams, Excel, Power Point
- Quick Books Online
- Video conferencing software (Cisco Webex; Google Meet; LogMeIn GoToMeeting; Zoom; Teams)
- Web page creation and editing software (Twitter, Instagram, Facebook; Google Sites, LinkedIn)

Language Skills

- Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

Mathematical Skills

- Ability to calculate figures and amounts such as discounts, interest, proportions, and percentages. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

Reasoning Ability

- Ability to define problems, collect data, establish facts, draw valid conclusions, solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

Other Competencies

- 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



- Business Ethics – Inspires the trust of others; keeps commitments; treats people with respect; upholds organizational values; works ethically and with integrity
- Communications - Expresses ideas and thoughts verbally; expresses ideas and thoughts in written form; exhibits good listening and comprehension; keeps others adequately informed; selects and uses appropriate communication methods
- Cooperation – Displays positive outlook and pleasant manner; establishes and maintains effective relations; exhibits tact and consideration; offers assistance and support to coworkers; works actively to resolve conflicts; works cooperatively in group situations
- Cost Consciousness – Conserves organizational resources; contributes to revenue; develops and implements cost saving measures; works within approved budget
- Dependability – Commits to doing the best job possible; follows instructions, responds to management direction; keeps commitments; meets attendance and punctuality guidelines; responds to requests for service and assistance; takes responsibility for own actions.
- 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
- Innovation - Displays original thinking and creativity; meets challenges with resourcefulness; generates suggestions for improving work; develops innovative approaches and ideas; presents ideas and information in a manner that gets others' attention
- Job Knowledge - Competent in required job skills and knowledge; exhibits ability to learn and apply new skills; keeps abreast of current developments; requires minimal supervision; displays understanding of how job relates to others; uses resources effectively
- Judgement - 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
- Leadership – Exhibits confidence in self and others; inspires respect and trust; motivates others to perform well; reacts well under pressure; shows courage to take action
- Organizational Support – completes administrative tasks correctly and on time; follows policies and procedures; respects diversity; supports organization's goals and values
- Planning/Organizing - Prioritizes and plans work activities; uses time efficiently; plans for additional resources; sets goals and objectives
- Problem Solving – Develops alternative solutions; gathers and analyzes information skillfully; Identifies problems in a timely manner; resolves problems in early stages; works well in group problem solving situations
- Quality - Applies feedback to improve performance; demonstrates accuracy and thoroughness; displays commitment to excellence; looks for ways to improve and promote quality; monitors own work to ensure quality
- Quantity – Achieves established goals; completes work in a timely manner; meets productivity standards; strives to increase production; works quickly
- Strategic Thinking - Develops strategies to achieve organizational goals; understands organization's strengths and weaknesses; analyzes market and competition; identifies external threats and opportunities; adapts strategy to changing conditions
- Teamwork - 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
- Use of Technology - Adapts to new technologies; demonstrates required skills; keeps technical skills up to date; troubleshoots technological problems; uses technology to increase productivity
- Written Communications – Edits work for spelling and grammar; presents numerical data effectively; varies writing style to meet needs; writes clearly and informatively

Physical Demands and Work Environment



The physical demands and work environment 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.

- Occasional teleworking is an option with supervisor approval. However, to assure the maintenance of the organization culture, in person and onsite meetings are required.
- While performing the duties of this job the employee is regularly required to: stand; walk; sit; use hands; talk; hear
- While performing the duties of this job the employee must occasionally/ lift and/or move up to 30 pounds

The above job description is not intended to be an all-inclusive list of duties and standards of the position. Incumbents will follow any other instructions, and perform any other related duties, as assigned by their supervisor.

Employee Signature

Date

Supervisor Signature

Date