



Corporate Executive Assistant & Strategist

The purpose of this position is to provide expert guidance, promotion and assistance to the Executives of the organization.

Essential Position Responsibilities

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Establish and execute a strategy to enhance the growth of tennis in Southern through detailed planning and coordinating the schedules of the organizations Board and executive staff. Market Board and Department Heads to public opportunities to promote tennis.
- Prepare special reports by collecting, analyzing, and summarizing information and trends.
- Organize and prepare for all Board and Department Head meetings and insure minutes are taken, distributed and followed up upon.
- Provide high-level administrative support to Executive Director and President by conducting research, preparing statistical reports, handling information requests and performing clerical functions such as preparing correspondence, greeting visitors, arranging conference calls and scheduling meetings for Board.
- Serve as main point of contact for all Administrative Services inquiries and issues.
- Monitor association requirements and communications not assigned to other staff.
- Work closely with Director of Community Development to insure quality meetings and recommend agenda content. Coordinate airline travel for the organization.
- Comply with federal, state, and local legal requirements by studying existing and new legislation, anticipating future legislation and enforcing adherence to requirements.
- Maintain professional and technical knowledge by attending educational workshops and reviewing professional publications. Secure Notary Public Status.
- Contribute to team effort by supporting various Departments with new and ongoing initiatives, promotions and goal-setting.
- Perform other duties as assigned by Executive Director.

Competencies

- Ability to think outside the box to advise and create more opportunities to enhance tennis in Southern.
- Excellent communication and marketing skills, both verbal and written
- Ability to multi-task as position will manage several projects concurrently
- Ability to maintain confidentiality in order to protect operations

Required Education and Experience

- Bachelor's degree or equivalent experience
- Computer experience in MS Outlook, Word, Excel, and Power Point
- Must be able to travel, work weekends, and work out of the USTA Southern office on occasion.

Supervisory Responsibilities

This position currently has no direct supervisory responsibilities.

**Work Environment**

This position operates primarily in an office setting. The position routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines. At times, this position will be offsite at state offices, meetings and events.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position.

While performing the duties of this position, the employee is regularly required to talk or hear. The employee frequently is required to stand and walk while offsite; use hands to finger and reach with hands and arms. The employee may occasionally lift up to 10-20 pounds.

Position Type and Expected Hours of Work

This is a full time position. Typical days and core hours of work are Monday through Friday, 9:00 AM to 5:00 PM but may require hours outside of the core business hours. One hour unpaid lunch break is provided.

Travel

The position requires travel including but not limited to meetings and other USTA-related events.

AAP/EEO Statement

USTA Southern is an equal opportunity employer.

Supervisor

This position will report directly to the Executive Director & COO.

Other Duties

Please note this position description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

To apply for the position, please submit resume, cover letter and salary expectations to Chris Walling, Director of Adult Competition & Human Resources, at HR@southerntennis.com. Only qualified applicants will be contacted. Please no phone calls. The position will remain open until filled.