



804 E St. Mary Blvd. Lafayette, Louisiana 70503 // o 337.233.2705 // f 337.234.8671 // [OneAcadiana.org](http://OneAcadiana.org)

## **Executive Assistant to the President & CEO**

### **Organization overview:**

One Acadiana (1A) is a business-led organization that launched in 2015 out of the former Greater Lafayette Chamber of Commerce. We are focused on making Acadiana one of the most sought-after places in the South for business and professional talent. We serve as Acadiana's regional economic development group and as the central chamber of commerce for Lafayette.

Representing over 1,000 businesses throughout a nine-parish (county) area in South Louisiana, 1A is home to Acadiana's most engaged business leaders and a team of 20+ full-time professionals. Since completing a five-year \$15 million campaign in 2015, the organization has established a strong regional framework and garnered widespread support for initiatives. Our strategic approach to improving Acadiana's business climate includes cultivating a portfolio of competitive assets, marketing and promoting the region, and revitalizing our urban core.

In order to improve the quality and long-term sustainability of our regional community and economy, we believe business needs to contribute effective leadership. We know achieving our full potential will require a collaborative approach, which is why we built an inclusive organization that welcomes members, investors, and community partners to work with us in making Acadiana a place that defies social and political fragmentation by forging alliances and developing solutions.

1A is located in the City of Lafayette and serves a region of roughly 700,000 people with a vibrant culture and unique entrepreneurial spirit.

### **Position overview:**

The Executive Assistant is responsible for providing administrative support to the President & CEO. Regular tasks include compiling reports, furnishing information, scheduling meetings, preparing agendas, and responding to routine correspondence. The role reports directly to the President & CEO.

### **Responsibilities:**

- Providing administrative support to the President & CEO and Board of Directors
- Managing the President & CEO's calendar, including preparing meeting materials and coordinating logistics
- Processing expense reports for President & CEO
- Managing correspondence with the Board of Directors including sending meeting reminders and tracking RSVPs
- Serving as project manager of materials for Board and Executive Committee meetings and maintaining files
- Preparing meeting materials and coordinating logistics for Board and Executive Committee meetings, including board room set up and making arrangements for food and drink

- Taking and transcribing minutes for certain meetings
- Promoting and maintaining the confidentiality of company records
- Helping maintain and administer general building operations, including managing third-party service providers
- Ensuring clean, orderly office environment, including front office collateral and related materials
- Supervising the maintenance and repair of office equipment, including copiers, fax machines, and other shared resources
- Maintaining office readiness for standard and/or routine business functions (e.g., postage, office supplies, other equipment)
- Providing targeted support for general operations during periods of high urgency
- Participating in organization sponsored/hosted events
- Assisting various team members with projects and inquiries as needed
- Other tasks as assigned by management

**Requirements:**

- High school diploma required; Associate or Bachelor's degree preferred
- 1-2 years of clerical and/or administrative experience
- Excellent organization and planning skills with strong attention to detail
- Strong written and verbal communication skills
- Positive personality
- Exceptional ability to multitask and work under time pressure
- Strong project management skills and ability to ensure simultaneous projects are completed
- Solid conflict resolution skills
- Self-directed with the ability to meet deadlines with quality work
- Some afterhours work required
- Proficiency in Microsoft Office suite (Word, Excel, Outlook, and PowerPoint)
- Willingness to gain working knowledge of regional economic development, the Acadiana community, and state and local government activities
- Ability to maintain effective working relationships with a wide variety of members, volunteers, board members, and public officials

**To apply:**

Please submit your cover letter and resume to [jobs@oneacadiana.org](mailto:jobs@oneacadiana.org), and include the job title in the subject line. Applicants will be considered on an ongoing basis.

**Disclaimer:**

The above statements reflect the general duties considered necessary to describe the principal functions of the job as identified and shall not be considered as a detailed description of all work requirements which may be inherent in the position. They may be subject to change at any time due to reasonable accommodation or other reasons.