

# MEMBERS1st Executive Assistant - Ames

The Executive Assistant will provide high-level administrative support to the CEO and the Senior Leadership Team. Ensuring seamless operations and effective communication within the organization, this position enables the CEO and the Leadership Team to focus on strategic decision-making and core responsibilities. This role requires exceptional organizational skills, discretion, and the ability to handle confidential information. The Executive Assistant performs various administrative duties including preparing reports, drafting correspondence, and coordinating projects. The Executive Assistant will interface with credit union executives, board members, visitors, vendors, and members of the credit union.

## ESSENTIAL DUTIES AND RESPONSIBILITIES

The following duties are normal for this position. These are not to be construed as exclusive, other duties may be required and assigned.

### 1. Calendar Management:

- Coordinate and manage executive calendars, scheduling meetings, appointments,
- Manage internal portal for Board of Directors
- Register attendees for conferences and coordinate travel

### 2. Documentation and Reporting:

- Prepare reports for the Board Packet and Working Papers for the monthly Board Meetings.
- Record and distribute board attendance and minutes at the Board Meeting and Leadership meetings.
- Proofread and editing of Policies and Procedures.

### 3. Administrative Support:

- General Administrative tasks such as reconciling corporate credit card receipts for the leadership team.
- Arranging venues, and catering for the Board Meetings, Annual meetings, and all staff training.
- Filing, and office organization to enhance efficiency.
- Retention of documents.

## EDUCATION and/or EXPERIENCE

- Previous experience as an Executive Assistant or similar support role.
- Exceptional organizational skills.
- Strong written and verbal communication skills.
- Proficient in office software and relevant technology.
- Ability to work independently, prioritize tasks, and meet deadlines.

Interested candidates should submit their resume to: [hr@members1st.com](mailto:hr@members1st.com) with the Subject Line: Executive Assistant - Ames.

