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Position Title: Assistant to the President/CEO & Operations Coordinator

Company Name: Lansing Economic Area Partnership (LEAP)

Compensation: Salaried at \$50,000 - \$55,000 (with performance pay possibilities, 6% 401(k) match, "gold standard" health care benefits including medical, dental, vision, a diverse environment and generous personal time/holidays). The physical office, itself, is exceptional with free parking and is located in the heart of an urban center (REO Town and downtown Lansing).

FSLA/Position Type: Exempt (Fulltime)

Reports to: Bob Trezise, President & CEO

Created/Revised: March 13, 2019

Position Description: The Assistant to the President/CEO & Operations Coordinator provides high-level executive administrative support to the President & CEO as well as oversees the daily office operation of the organization under the direction of the President & CEO. This position requires a high-level of confidentiality and professionalism, representing both the Office of the President & CEO, as well as the entire organization. The ideal person must be able to represent the LEAP executive staff, the organization and LEAP Board of Directors with the highest level of integrity, protocol and expertise (internally and externally).

Essential Responsibilities and Duties:

- Handles all scheduling (appointments and meetings) for the President & CEO, including all calendar maintenance of President & CEO, LEAP Time-Off Requests, & Meeting Space.
- Organizes all internal and external meetings for the Office of the President, including Executive Committee, Board of Directors, LEAP Board-Annual Meeting, Staff Meetings and other meetings as needed. This to include preparing agendas, collecting and distributing materials, scribing minutes, setup, clean-up and securing catering (if necessary).
- Composes, types and edits correspondence for both internal and external communications.
- Performs top level administrative/executive support, including organizing, scheduling, coordinating, researching, compiling and filing information for the President & CEO, ensuring the highest level of confidentiality while utilizing considerable independent judgment.
- Receives and screens incoming calls, forwarding to appropriate person.
- Greets visitors, providing superior internal customer service.
- Process all incoming and outgoing mail, including delivery to the appropriate team member
- Composes, types and edits correspondence for both internal and external communications.
- Works closely with the LEAP Controller to process bank deposits and electronically file and mail outgoing invoices.
- Communicates directly with LEAP Executive Committee and Board members (membership management), including their assistants and other staff on behalf of President & CEO.
- Orders all office supplies, maintains/oversees company inventory and coordinates all outside services (e.g. environmental/custodial, handy-man, HVAC, etc.)
- Responsible for the creation of new or existing member packets along with maintaining membership contact list and any/all correspondence.
- Coordinates the purchase of all IT equipment, phone and internet services, including overseeing the direction of all IT services for the company.
- Maintains all company documentation, in both hard copy and electronic formats.
- Updates and maintains all LEAP Bylaws, policies and Team Member Handbook.
- Enters business cards and contact information into LEAP's CRM database (Salesforce)
- Secures (when necessary) domestic and foreign travel arrangements for President & CEO and other LEAP Team Members.
- Provides direction and overall assistance for the President & CEO's Diversity Committee.
- Performs other duties as assigned.

Education and Experience:

- A 4-year college degree is preferred, but will consider equivalent experience in a high-level executive support role in lieu of degree.
- 5-10 ten years of long-term experience in a fast-paced, highly reputable office environment, in top executive support role.

Skills Necessary:

- Demonstrate resourcefulness in setting priorities, proposing new ways of creating efficiencies for areas of oversight and organization wide.
- Ability to work under pressure, managing a large workload, meeting deadlines.
- Possess a strong analytical, interpersonal, written and oral communication skills; able to communicate with a broad and diverse audience of all levels.
- Possess a strong working knowledge of the Internet and proficient use of Adobe, Microsoft Outlook, Word, Excel and PowerPoint software.
- Strong strategic thinking and problem-solving skills, ability to forward-thinking.
- Demonstrate capacity for creative planning and implementation.
- Ability to work both independently and in a collaborative team environment.
- Demonstrate a high level of self-direction and strong desire to achieve high-level results.
- Ability to maintain confidentiality of highly sensitive information. Absolute integrity and discretion essential.
- Must have reliable transportation for travel throughout the region. Transportation costs are covered through mileage reimbursement.

ABOUT LEAP:

The Lansing Economic Area Partnership (LEAP) is one of the Michigan Economic Development Corporation (MEDC) designated ten Collaborative Development Councils (CDCs) across Michigan. LEAP represents Ingham, Eaton and Clinton Counties which make up the Greater Lansing/Michigan State University (MSU) region.

LEAP is a private, not-for-profit 501(c)6 organization. It is financially very strong and enjoys broad support, in both the private and public sectors. Its Board of Directors is made up of a wide variety of CEOs, university/college Presidents and political leaders of the region. Funding for LEAP is provided 2/3 by the private sector and 1/3 by the public sector. LEAP will have a current staff of 13 and is in a growth mode. LEAP has its offices located in an incredible historic building in Lansing's historic REO Town/downtown area, alongside the river and river trail, with onsite, free parking. The LEAP office culture is one of openness, transparency, lively idea sharing and respectful debates, total team work, sharing of credit, working very hard, personal encouragement and we have fun!

Application deadline: (OPEN UNTIL FILLED) Email only please and it must include: Position Title, Cover Letter, Resume and Three Professional References. *Position may be filled prior to Application Deadline, based on qualified resumes received. Please be assured that all information received is held in the highest confidence!

Please send to: careers@purelansing.com attention: Bob Trezise, President and CEO, LEAP.

Lansing Economic Area Partnership (LEAP) provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, gender identity, national origin, age, disability, sexual orientation, or veteran status. In addition to federal law requirements, LEAP complies with applicable state and local laws governing nondiscrimination in employment in every location in which the company has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfers, leaves of absence, compensation and/or training.