



Opening Date: 2/19/19  
Closing Date: Open Until Filled

## **Vacancy Announcement #30-19 Executive Assistant – Strategic Initiatives**

**SALARY: NEGOTIABLE**

**DC Residents Preferred**

### **EVENTS DC**

#### **Engage, Excite, Entertain.**

Events DC is the face of conventions, sports, entertainment and cultural events within our nation's capital. As the official convention and sports authority for the District of Columbia, Events DC leverages the beauty, history and diversity of the most powerful city in the world to attract and promote an extensive variety of events, resulting in amazing experiences for residents and visitors alike, and generating economic and community benefits for the city.

Our success comes by focusing on divisions that reflect three lines of business: Conventions and Meetings, Sports and Entertainment, and Special Events, where we make a range of strategic investments in the region's marquee sports, entertainment and cultural properties. Each division is driven by the desire to bring stellar events to Washington, DC by providing superior customer service to our clients and visitors.

### **SUMMARY DESCRIPTION**

This is a responsible position, which involves providing general administrative support works to the Development and Strategic Initiatives Division. Work involves the performance of complex duties requiring substantial administrative experience' and the ability to exercise considerable independent judgment. Successful candidate must be resourceful; have the ability to proactively problem solve while making decisions independently and will have the opportunity to greatly contribute to the department's overall success. Employees are often free to establish their own method for completing the work and are expected to establish priorities. The position requires exceptional organization and communication skills with ability to work under pressure and remain flexible to meet ever-changing needs of the department and organization. Incumbents receive supervision from the Vice President of Development and Strategic Initiatives.

### **EXAMPLES OF WORK ASSIGNED**

- Provides a wide range of administrative services, e.g., support, coordination, planning, and follow up on diverse division activities.
- Coordinates Divisional budgets and reports
- Compiles materials and agendas for a variety of meetings
- Provides typing services for correspondence, memoranda, and other communications.
- Produce reports, presentations and briefs
- Maintain diary, arrange meetings and appointments and provide reminders
- Initiates, implements, and advises on improvements in division procedures.
- Acts as liaison for Vice President with clients, contractors, other divisions/departments, and a variety of officials.
- Composes correspondence for signature

- Opens, sorts, and prioritizes incoming mail for the Division
- Establishes and maintains filing system
- Answers and screens incoming telephone calls and takes messages
- Provides liaison with Administrative Services Department regarding travel and accommodation arrangements
- Maintains confidentiality of sensitive issues and materials
- Performs a variety of related tasks and duties as assigned.

### **SKILLS, KNOWLEDGE AND ABILITIES**

- Proven experience as an administrative assistant, executive administrative assistant.
- Demonstrated experience and understanding in the operation of office machines including calculators and word/data processing equipment
- Excellent interpersonal communication skills.
- Excellent knowledge of MS Office
- Ability to multitask and prioritize daily workload
- Discretion and confidentiality
- Exemplary planning and time management skills
- Knowledge of correct use of English language.
- Ability to relate effectively with all levels of staff and the general public.
- Ability to express ideas and convey information effectively, both orally and in writing.
- Ability to demonstrate a pleasant, neat, and professional appearance.

### **MINIMUM QUALIFICATIONS**

- Associates preferred.
- 1- 3 years' work experience
- Ability to write and communicate professionally.
- Must be customer service oriented and possess the ability to work under pressure.
- Ability to work effectively under time constraints and deadlines.
- Able to set priorities, plan, organize, and delegate.
- Should possess the ability to complete multiple tasks simultaneously.
- Strong technology skills (Excellent command of Microsoft Office Suites, especially Word, PowerPoint, Excel, Visio, Outlook, and Publisher, mobile devices, etc.)

### **REQUIREMENT**

- All positions require candidates to successfully complete our background screening process.

**In an effort to protect our environment from paper waste all candidates must apply on-line on our website:**

**<http://careers.wcsa.com/employment/application.aspx>**

Computers are available in the Labor and Contractor Office (Access Control) at 1116 7th Street NW  
Monday – Tuesday and Friday – 7:00 a.m. – 11a.m.  
Wednesday and Thursday – 8:30 a.m. – 3:00 p.m.

**Washington Convention & Sports Authority T/A Events DC  
Human Resources Department  
801 Mount Vernon Place, NW  
Washington, DC 20001**

**All candidates will be considered without regard to race, color, religion, sex, age, national origin, marital status, disability or sexual orientation.**