



Opening Date: 8/28/19
Closing Date: Open Until Filled

Vacancy Announcement #84-19 Special Assistant to the Chief of Staff

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

The incumbent will provide a high level of administrative assistance to the Chief of Staff and the Office President & CEO by prioritizing and adjusting workloads to ensure smooth office operations. Special Assistant will coordinate and trouble-shoot inquiries, projects, and initiatives to ensure productivity and responsiveness to the Board, Executive Committee, staff and stakeholders. Incumbent will be responsible for assisting the Chief of Staff with all tasks relative to the successful identification, development and execution of assigned work. Incumbent will assist Chief of Staff with specialized and confidential duties for the President & CEO Board of Directors and, Executive Committee, including assisting with planning and preparation for meetings, research and preparation of materials, research and writing of white papers, meeting site setup, and preparation of official documents and minutes. Incumbent will perform a variety of administrative functions that are diverse in nature and require strong administrative management and communication skills. Incumbent reports to the Chief of Staff and will also support the Government and Industry Relations Manager.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is a similar, related to or logical assignment.

Overall Responsibilities:

- Support Chief of Staff and Government and Industry Relations Manager in with administrative support required for effective planning and execution of assignments.
- Identify appropriate meeting participants; work with appropriate departments/divisions to prepare and/or manage the preparation of reports, briefings, presentations and responses on institutional and strategic issues, as necessary.

- Anticipate and remain alert to potentially problematic situations. In collaboration with the Chief of Staff, resolves unusual problems.
- Assist with the day-to-day financial management of assigned including inputting invoices into the APEX system, invoice tracking, and administrative budget management responsibilities, as assigned.
- Create, edit and maintain; forms, templates, reports, graphs, specifications, and correspondence in Microsoft office programs (Word, Excel, Project, PowerPoint, Publisher).
- File and archive both electronic and hard copy Board and project-related documents.
- Schedule meetings with customers/clients, project team members, and stakeholders.
- Creates presentations.
- Sort and distribute mail, order supplies, and perform other duties as required.

ESSENTIAL DUTIES

- Monitor progress of work assignments, including maintaining and modifying schedules; tracking milestones and deliverables;
- Maintain internal documents, stakeholders contact lists and task lists;
- Compose correspondence;
- Responsible for drafting detailed meeting minutes and distribution to all relevant parties in a timely manner; and
- Commitment to maintaining data accuracy and timeliness in processing and delivery of work-product.
- Create, update, and maintain reports.

SKILLS, KNOWLEDGE AND ABILITIES

- Goal, task and team oriented
- Excellent communication, relationship management, and time management
- Superior planning, organization, analytical and decision-making skills
- Must know how/when to report up the chain of command and seek management oversight
- Self-directed and able to perform assignments independently
- High integrity, with the ability to maintain confidentiality of sensitive information, responding effectively to inquiries.
- Commitment to excellence, ensuring accuracy of reports of work product;
- Critical thinking and analysis;
- Patience and excellent oral communication skills—maintaining composure, effectiveness, and flexibility under pressure.
- Ability to work on multiple concurrent projects.
- Must be a team player with good people skills.
- Ability to interface with all levels within the organization.
- In-depth knowledge of office and administrative procedures and work flow.
- Excellent written and oral communication skills.
- Strong organizational skills.
- Ability to respond appropriately to pressures, deadlines, and frequent changes in schedules and priorities.
- Initiative, sound judgment, and ability to work independently.
- Professional demeanor with ability to interact with others with tact and diplomacy.
- Flexible nature; nimble; ability to multi-task and respond to changing demands.
- Proactive in learning new technologies.
- Curious, creative, and engaged team player with a sense of humor.
- Ability to handle sensitive information with tact and to maintain confidentiality.
- Commitment to diversity and to serving the needs of a diverse population.

ADA REQUIREMENTS

- Ability to read and write instructions, directions, memoranda, forms, and other written materials.
- Ability to converse orally and utilize standard telephones, blackberries, and two-way radios to receive and communicate information to staff and customers.

CORE COMPETENCIES (Line Staff Administrative)

- Job Knowledge and Technical Expertise
- Oral and Written Communication
- Attention to Detail
- Planning and Organizing
- Initiative

MINIMUM QUALIFICATIONS

- Bachelor's Degree
- A minimum of two (2) years of relevant administrative experience
- Strong interpersonal skills
- Proven ability to learn new business concepts and skills quickly
- Proficiency in MS Project, Outlook, Word, Excel, Visio, and PowerPoint
- Excellent time-management and organizational skills.
- Exceptional written and oral communication skills.
- Ability to become proficient in company based computer software programs and processes; and
- Superior organizational skills.

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.