



## **Administrative Assistant**

**Classification / Work Schedule:** Non-Exempt, Full-Time, M – F, 8a-5p  
**Salary Grade/Level/Range:** Salary commensurate with experience  
**Reports directly to:** President and CEO

### **Job Summary/Objective:**

The Administrative Assistant provides high-quality administrative support primarily to the President, as well as directors and staff of the Tampa Downtown Partnership. Requires excellent verbal and written communication and interpersonal skills, astute organizational skills, professionalism, flexibility, and a love for Tampa's Downtown. The role of Administrative Assistant requires someone who is outgoing, self-motivated, takes initiative, meets deadlines, multi-tasker, and works well with others – a true team player.

### **Essential Job Duties**

- Assist the President & CEO with administrative duties to include, but not limited to, scheduling appointments, maintaining calendars, and drafting documents and emails
- Answer phones and greet visitors
- Support and assist directors and other staff members with administrative duties
- Coordinate logistics of Executive Committee and Board of Directors' meetings, including email notifications, attendance tracking, assembling agendas/board packets, taking and preparing minutes, and scheduling meeting accommodations
- Maintain and update databases
- Proficient in proofreading with a keen eye for grammar and spelling
- Ensure office equipment is well maintained and functioning properly
- Attend Partnership events and assist with registration, set-up/take-down, distribution of materials, nametags, RSVP tracking, decorations, and other duties as assigned
- Requires occasional early morning and evening hours

### **Nonessential Job Duties**

- Maintains public areas of office space
- Manages inventory and ordering of office supplies
- Processes, stamps, and distributes daily incoming mail

### **Required Education and Experience**

- High School diploma or equivalent
- Three (3) years administrative experience, preferably reporting to a senior level staff member
- Excellent written and communication skills
- Excellent organizational skills
- Must be proficient with Microsoft Office programs, Outlook, Constant Contact, and CRM software

### **Preferred Education and Experience:**

- Some college or certification in administration or business
- Knowledge of Business Improvement Districts
- Involved with Downtown Tampa community

### **Statement of Other Duties Disclaimer:**

Please note that this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of this position. Job duties may change at any time, with or without notice.



## About the Partnership

### **Vision**

Tampa Downtown Partnership is the leader in fostering a vibrant, diverse, 24-hour downtown neighborhoods in which to learn, live, work and play.

### **Mission**

The strategic mission of Tampa Downtown Partnership is to be the steward of downtown Tampa, while cultivating effective public/private partnerships to facilitate catalytic physical and economic development.

Programs such as our Clean and Safe team and our transportation initiatives make accessing and navigating downtown an easy and enjoyable experience. As a membership organization, we are driven to serve the downtown business community and are empowered by what each member brings to our organization. Together, we strive to improve the collective downtown community, to be an active conduit of information and resources, to promote a shared vision for Tampa's Downtown, and create and implement the plans that support that vision.

The Tampa Downtown Partnership administers the Special Services District program through an annual contract with the City of Tampa. Through the Special Services District program, the Partnership works to promote the downtown experience through a multitude of initiatives such as marketing, business development, transportation, planning and beautification, as well as maintenance and safety with Tampa's Downtown Guides and Clean Team. The Partnership also works with numerous agencies to identify opportunities and facilitate opportunities for collaboration, advocacy, and strategic planning for issues related to Tampa's Downtown.

### **Equal Employment Opportunity**

The Partnership is an equal opportunity employer. It is the policy of the Partnership to provide equal employment opportunities to all employees and applicants for employment without regard to race, creed, color, age, sex, religion, disability/handicap, pregnancy, childbirth, or related medical condition, citizenship status, service member status, sexual orientation, gender identity or expression, familial status, marital status, national origin, genetic information, or any other category protected by law in all employment practices

### **Additional Compensation**

Fully paid Health and Dental Benefits, and Life Insurance  
Matching 401K  
Paid Personal Time Off  
Commuter Transportation Allowance

### **Application Information**

Resumes and cover letters should be emailed directly to Lynda Remund, President and CEO, at [Lremund@tampasdowntown.com](mailto:Lremund@tampasdowntown.com). Only candidates meeting qualifications need apply. Phone calls will not be accepted. Position will remain open until filled. Scheduling for interviews will begin the week of January 6, 2020.