



Position Title: Executive Assistant
Company: Visit SLO CAL
Location: San Luis Obispo, CA
Reports To: President & Chief Executive Officer
Employment Type: Full-Time Exempt
Education Required: Four-Year Related Degree (or equivalent experience)
Experience Required: 2+ Years

Description of the Organization:

Visit SLO CAL is the non-profit countywide destination marketing organization (DMO) for San Luis Obispo County. Its mission is to "Inspire travel and foster our unique experiences to create life-long ambassadors and economic growth for San Luis Obispo County." Its goal is to promote San Luis Obispo County through marketing, advertising, public relations, group sales, promotions, events and sponsorship, branding the region as a choice destination for regional, national and international travelers alike. Visit SLO CAL works in partnership with tourism industry-related businesses including lodging properties, restaurants, wineries, activities, local community destination marketing organizations and the state tourism organization, Visit California, to create a unified marketing approach that promotes the culinary, coastal and cultural assets of the county. For more information, visit SLOCAL.com.

Position Description:

Are you willing to go the extra mile and put in long hours to ensure the success of the organization?
Do you have experience in 'pressure cooker' situations -- and can maintain a cool head?
Can you juggle multiple projects at once, giving each the attention it deserves?

If you answered yes to all of these questions, you are a great candidate for the Executive Assistant to the President & CEO position at Visit SLO CAL. This position offers an exciting opportunity for a talented, driven, passionate, detail-oriented and collaborative individual. While the hours are long, this position is integral to supporting the work of the organization.

Here's what your day will look like

The Executive Assistant is an invaluable member of the team, working alongside and independently from the President & CEO in an extremely fast-paced, multi-tasking role. Incredible communication skills are essential, considering the President & CEO travels as many as 20 days per month, often overseas. As a salaried position, this role requires a commitment that often exceeds 50 hours per week, and the compensation offered takes those long hours into account. Executive and administrative tasks are the primary day-to-day job duties for this position that reports to and supports the President & CEO. In addition, this position serves as the Executive Assistant for all Board of Directors meetings and offers assistance, when available, to Visit SLO CAL's leadership team. The Executive Assistant communicates with all positions in the office and with government organizations and strategic partners throughout the county.

We seek a person who is diligent, friendly and has the ability to take constructive criticism. Together we are working to increase the awareness of SLO CAL as a destination and our Executive Assistant is a vital part of achieving our success.

Who are you?

You are incredibly organized.
You pay attention to every detail -- big and small.
You don't shy away from communicating with key personnel, no matter what their title is.
You are friendly, out-going and strive for the best.



Core Responsibilities:

President & CEO Support (Primary Duties)

- Provide day-to-day proactive and reactive administrative support
- Manage, schedule and organize calendar and appointments
- Manage, prioritize, sort and reply to emails, acting on behalf of President and CEO
- Maintain key contact lists
- Produce and distribute correspondence on behalf of President & CEO including emails, letters and the like
- Prepare presentations and reports, utilizing clear and concise charts, graphics and tables
- Arrange, coordinate, book and calendar domestic and international travel
- Answer, vet and direct phone calls
- Follow up and track key deliverables due from leadership team and staff
- Manage and maintain electronic and manual filing systems
- Reconcile, code and submit expense reports and monthly credit card transactions
- Assist with daily errands outside the office as requested
- Facilitate, organize and manage collection of data and key information
- Manage confidential information while providing organizational professionalism and support

General Support (Secondary Duties)

- Assist with appointment calendars and scheduling for leadership team and staff
- Transcribe and distribute meeting minutes as appropriate
- Assist in the preparation of regularly scheduled reports
- Arrange, coordinate and book domestic and international travel
- Sort and distribute mail daily
- Retain general understanding of the office programs to answer questions from stakeholders and visitors
- Interface with the organization's partners, tourism members, sponsors and prospects by responding promptly to all tourism and visitor service-related requests via email, phone, etc. as appropriate
- Handle office-related tasks including answering phone calls and walk-in visitors, recording daily contact logs, responding to email requests for information, mailing information and updating general information
- General administrative support, as directed

Skills Required

- Minimum of two (2) consecutive years of executive administrative experience, preferably in the tourism/hospitality industry and a fast-paced environment
- Bachelor's Degree (B.B.A./B.S./B.A.) from four-year college or university in business, hospitality & tourism management, sales, marketing or related field
- Excellent written and verbal communication skills, including editing and proofreading
- Superior organizational skills, attention to detail and an ability to be proactive and anticipate needs
- Ability to multi-task and prioritize in a fast-paced environment
- Willingness to work 50+ hours per week regularly, including some evenings and occasional weekends; ability to travel as required on a limited basis
- Ability to perform administrative duties in an efficient, fast-paced, positive, professional and courteous manner
- Ability to read, analyze, articulate and interpret general business periodicals, professional journals and technical procedures



- Daily use and technical proficiency with Microsoft Office (Word, PowerPoint, Excel, Access) and standard computer skills (i.e., electronic mail, word processing, database development, internet usage, etc.) required; Quick Books experience preferred.

Visit SLO CAL, an equal opportunity employer, offers an exciting opportunity for qualified, career-motivated professionals. We provide competitive compensation and the chance to work with talented people in a successful, fast-paced and pleasant environment. We offer many premium benefits including medical, dental, life insurance, 401K, vacation time and much more.

For more information or to apply, visit the Jobs page on the SLOCAL.com website.

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