

Executive Administrator - Office of the President - FSBPT

As the Executive Administrator, you will manage projects and activities for the board, senior staff, and committees; organize meetings and conference calls; review and manage contracts; and write correspondence and other communications. We will rely on you to have your finger on the pulse of activities, projects, and issues, including potential opportunities for funding. You will take projects from start to finish and facilitate our communications processes.

In this role, your success is all about managing priorities, creating and maintaining relationships, and being warm and gracious. In this highly visible role, your excellent communication and collaboration is paramount. You will analyze situations and exercise sound judgment in determining appropriate courses of action.

Responsibilities as the Executive Administrator - Office of the President

In this role you will have a wide range of responsibilities. You will:

- Provide support to our CEO and senior staff.
- Coordinate, write, edit, and distribute electronic communications to members and stakeholders.
- Maintain the membership management system and run reports as needed.
- Maintain contracts with state licensing boards and act as a resource to staff members on contract issues.
- Provide final review of FSBPT documents prior to public distribution.
- Manage newsletters and oversee the bi-annual publication by working with writers, graphic designers, and printers.
- Annual Meeting Logistics - be the primary point of contact for Annual Meeting speakers, Education Committee and perform other duties as assigned.

Qualifications of the Executive Administrator - Office of the President

- Bachelor's degree, preferably in business administration or communications
- Demonstrated ability to interact effectively and appropriately with high-level professionals, boards, committees, volunteers, and executive staff.
- Strong MS Office Suite skills.
- Database management experience.

Attributes as the Executive Administrator - Office of the President

- Great communicator. You have excellent oral and written communication. You effectively communicate and coordinate effectively at every level.
- Strong project manager. You are exceptionally skilled at juggling multiple tasks, allocating and optimizing resources, and managing timelines. You manage a task from start to finish, and keep everyone appropriately informed.

- Problem solver. You like to solve a variety of problems – no task is too big or too small. You think ahead, consider all the variables, and anticipate challenges.
- Detail oriented. You are meticulously attentive to details, get it right the first time, and accurately keep track of all the moving parts.
- Autonomous. Although we stay in close communication with each other, we don't micromanage. We trust you to do your job well without much supervision, but to know when to seek guidance from senior staff. You are comfortable taking initiative.
- Service-driven. You are self-confident and assertive, approachable, and responsive. You understand the mission, needs, and direction of the organization.
- Organizational agility. You have a collaborative work style and are able work across departments to get the results and support you need.

What's Attractive to the Right Candidate?

- With an eye on the future and many initiatives underway, FSBPT is an exciting place for professionals who enjoy a culture of teamwork and respect.
- This role will leverage all your skills and afford you the opportunity to learn new ones.
- You will enjoy a competitive salary and a comprehensive benefits package, including medical and dental insurance; long-term disability; vacation and sick leave; paid holidays; metro benefits; retirement savings plan; and more.

To Apply for the Executive Administrator - Office of the President position with FSBPT:

You can apply online at www.staffingadvisors.com, or simply email your resume to Aileen Hedden at resumes@StaffingAdvisors.com with "**FSBPT – Executive Administrator / 2016-2079 SA**" in the subject line of the email.