



# Position Description

## Executive Assistant

### **St. Tammany Economic Development Corporation**

Reports to: President & CEO

Location: St. Tammany Parish, Louisiana

Employment Type: Full-time position

## Position Summary

The Executive Assistant serves as a strategic partner to the President & CEO and plays a central role in ensuring the effective daily operations of St. Tammany Economic Development Corporation (St. Tammany EDC). This position provides high-level executive support while coordinating organizational systems, board engagement, internal processes, and special initiatives such as St. Tammany EDC's THRIVE2029 strategic plan, SStartUP Northshore, and Northshore Healthscape.

This role requires discretion, initiative, and the ability to anticipate needs in a fast-paced economic development environment. The position interfaces regularly with elected officials, business leaders, board members, state partners, and community stakeholders.

## Key Responsibilities

### **Executive Support to the President & CEO**

- Manage and prioritize complex calendar appointments, scheduling internal and external meetings across local, state, and regional partners
  - Coordinate travel arrangements, itineraries, and briefing materials
  - Prepare meeting agendas, reports, presentations, and background materials
  - Draft correspondence, follow-up communications, and executive summaries
  - Serve as a liaison between the CEO and board members, elected officials, investors, and partner organizations
  - Maintain confidential information with the highest level of professionalism and discretion
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## **Board & Governance Coordination**

- Coordinate all Board of Commissioners and committee meetings
- Prepare board packets, agendas, minutes, and supporting documentation
- Track board actions and follow-up items
- Maintain official corporate records and compliance documentation
- Support board member onboarding and engagement

## **Operations & Organizational Coordination**

- Provides support to office operations and administrative systems
- Coordinate internal workflows and ensure alignment with strategic priorities
- Support development and maintenance of dashboards, KPI tracking, and reporting processes
- Provides support with vendor relationships and contracts as assigned (e.g. IT, AC Technicians, Electricians, Fire and Safety inspections, Pest Control, building maintenance, printing needs)
- Assist with budgeting coordination, invoice tracking, and documentation (in collaboration with Finance)
- Ensure consistent document management and record retention systems
- Other administrative duties as required to support the mission and function of the organization

## **Strategic Initiatives & Project Support**

- Support implementation of initiatives through coordination and tracking
- Assist with planning major events, site visits, investor meetings, and regional engagements
- Coordinate cross-functional projects and timelines
- Support economic development project intake and CRM tracking processes
- Provide research and briefing preparation for business recruitment and retention activities

## **Communications & Professional Interface**

- Serve as first point of contact for inquiries
- Ensure professionalism and responsiveness in communications
- Assist with drafting external communications as needed
- Help coordinate public meetings and stakeholder engagements



## **Qualifications**

### **Experience & Compensation**

- Bachelor's degree in business administration, public administration, communications, or related field preferred
- 3+ years of experience in executive support, operations coordination, or similar role
- Experience working with boards, elected officials, or economic development organizations highly desirable
- Salary commensurate with experience

### **Skills & Competencies**

- Exceptional organizational and time management skills
- Strong written and verbal communication abilities
- High level of discretion and judgment
- Ability to manage multiple priorities with attention to detail
- Proficiency in Microsoft Office Suite and CRM (HubSpot) systems
- Strategic thinking with operational execution mindset
- Professional presence and confidence working with senior leaders, C-suite executives, and elected officials
- Systems-oriented and process-driven
- Highly dependable and accountable
- Mission-driven with a commitment to advancing economic opportunity in St. Tammany Parish