



Job Description

Job Title: Associate to the Deputy Secretary
Department: Office of the President
Reports To: Deputy Secretary
FLSA Status: Exempt
Pay Band: \$40,000 - \$60,000
Location: Tallahassee

BASIC PURPOSE:

The **Associate** is responsible for performing high level confidential duties in support of the Deputy Secretary and as necessary for other members of executive management. Independent thought and decision making is required.

ESSENTIAL ACCOUNTABILITIES or TASKS:

- Develop and maintain positive working relationships with the administrative staff for senior business leaders, the Executive Office of the Governor, legislators, board members and Enterprise Florida (EFI) senior staff
- Coordinate and provide logistics support for the Deputy Secretary's calendar, travel arrangements and meeting schedule
- Serve as primary liaison between EFI staff, visitors, external phone contacts and the CEO's office
- Review incoming correspondence to determine disposition and follow-through. Prepare responses as necessary/requested
- Perform general administrative office support functions such as filing, preparing expense reports, handling mailings on behalf of the Deputy Secretary, coordinating itineraries and ensuring discrete disposition of confidential matters
- Responsible for generating and submitting monthly reports to EFI's Vice Chairman as a President's progress indicator
- Responsible for researching economic indicator data to include in a weekly report to EFI senior leadership
- Responsible for tracking confidential business development project call briefs sent to the Governor and communicating with EFI business development project managers
- Responsible for coordinating agenda items for all Executive Team weekly meetings and communicating items with senior leadership

- Responsible for coordinating the Deputy Secretary's speaking engagement schedule with EFI Marketing and Communications team to generate speaking points and briefing materials

MINIMUM QUALIFICATIONS REQUIRED:

- Five years' experience as an executive administrative assistant
- Excellent competency with Microsoft Office applications
- Demonstrated experience working with senior level executives
- Excellent business writing skills encompassing varied types of business/executive communications
- Experience with legislative protocol and state government

PREFERRED QUALIFICATIONS:

- Degree or relevant experience
- Previous experience in a government or not-for-profit organization
- Certification with International Association of Administrative Personnel (IAP)
- Knowledge of government and/or legislative operations and processes
- Knowledge of board administration procedures

TRAVEL AND EXTENDED SCHEDULE:

- Required to travel to all out-of-town EFI Board and Stakeholder Meetings to staff the Deputy Secretary and assist the Marketing and Communications team
- Required to monitor emails and phone calls after normal hours of operation, including weekends

SUPERVISORY RESPONSIBILITIES: No supervisory responsibilities at this time

ACCOUNTABILITY: Impact and Scope: No financial or other measurable accountabilities have been identified for this position

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

We are an equal opportunity employer and consider all qualified applicants equally without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran status, or disability status.

EFI is subject to the Public Records Law and the Sunshine Law; therefore, submissions to this job announcement could be subject to public disclosure.

Please apply for this position to HRDirector@EnterpriseFlorida.com or through the job posting on Indeed.