



## Job Posting

Position Title: **Executive Assistant**

Type: Administrative, Professional

Location: Cleveland, local partial remote

Salary range: \$65,000-\$72,000

This is an exciting opportunity to join the nonprofit workforce development board serving Cleveland and Cuyahoga County. Greater Cleveland Works connects people to quality jobs, helps employers find and retain talent, and collaborates with partners to strengthen the workforce system. We operate the OhioMeansJobs Center for Cleveland and Cuyahoga County, distributing vital public resources and providing job search, training and services to job seekers and employers.

The Executive Assistant provides high-level administrative and strategic support to the Chief Executive Officer (CEO), Chief Operating Officer (COO) and Board of Directors. This role is critical to ensuring effective governance, seamless executive operations, and clear communication across leadership.

### KEY RESPONSIBILITIES

- Provide direct support to the CEO and COO, including complex calendar management, meeting coordination, and travel arrangements
- Coordinate and manage all Board of Directors activities, including scheduling meetings, compiling board agendas and materials, and recording accurate meeting minutes
- Prepare and proofread reports, presentations, briefing materials, correspondence and other materials as directed
- Track priorities, follow up on action items, and ensure deadlines are met across leadership initiatives
- Maintain organized records of board documents, organizational governance materials, and executive correspondence
- Handle sensitive and confidential information with a high degree of discretion and professionalism
- Support compliance with organization policies, governance standards, and regulatory requirements
- Prioritizes and responds to routine telephone/email inquiries and correspondence
- Maintains effective and efficient operations within the office
- Create and manage filing system to manage correspondence, records, and files
- Provides ongoing, courteous, tactful, and respectful internal and external customer service
- Coordinate, attend and assist with event planning as requested
- Timely informs CEO and COO of agency concerns
- May exercise supervision over clerical, temporary or other staff, as assigned

## MINIMUM QUALIFICATIONS

- Proven experience supporting senior executives and/or board-level operations
- Exceptional organizational, time management, and multitasking skills
- Strong written and verbal communication abilities
- High level of professionalism, discretion, and attention to detail
- Proficiency in standard business and communication tools (e.g., Microsoft Office, calendar management systems)
- Thorough knowledge of techniques, procedures, policies, practices, rules and regulations governing office administrative functions
- Skilled in dealing effectively and courteously with the public, elected officials, other agencies and co-workers
- Ability to exercise independent judgment, problem solving skills and sensitivity on complex and confidential administrative, technical, and executive support functions
- Skill, ability and attitude to maintain a well-organized office and promote a team environment.
- High school graduate or equivalent (combination of education, training and experience will be evaluated and weighted accordingly)
- Must be legally authorized to work in the United States

This position requires a proactive, detail-oriented professional who can operate effectively in a fast-paced, high-visibility environment.

It has been and will continue to be a fundamental policy of Greater Cleveland Works not to discriminate on the basis age, race, color, national origin, ancestry, religion, sex, sexual orientation, gender identity or expression, pregnancy, physical or mental disability, genetic information, veteran status, uniformed servicemember status, or any other status protected by federal, state, or local laws.

## HOW TO APPLY

Desired salary, cover letter and resume required. Applicants must submit electronically to Laura Chalker at [laura.chalker@ifs.ohio.gov](mailto:laura.chalker@ifs.ohio.gov) with the subject line Executive Assistant.