

AMERICA'S
AUTOMOTIVE
Trust

EXECUTIVE COORDINATOR

EFFECTIVE DATE:	<u>09/14/2021</u>	DEPARTMENT:	<u>Office of the CEO</u>
FLSA CLASS:	<u>Administrative Exempt</u>	DRIVING CLASS:	<u>Required</u>
FTE STATUS:	<u>1.0 (Full-time)</u>	BENEFITS:	<u>Eligible</u>
REPORTS TO:	<u>CEO & President</u>		
SUPERVISES:	<u>N/A</u>		

GENERAL SUMMARY:

The Executive Coordinator provides direct support in matters pertaining to the Office of the CEO, including support for Concours Club, and serves as the primary point of contact for internal and external constituencies, and as communications liaison to the Board of Directors and Steering Committee to assist with logistics related to Board meetings and related events. The Executive Coordinator will also provide administrative support to AAT and to the Executive Directors of its member organizations including LeMay – America's Car Museum, RPM Foundation and America on Wheels, as directed by the CEO.

The Executive Coordinator reports directly to the CEO and performs all administrative duties pertaining to the Office of the CEO. Responsibilities include, but are not limited to: Preparing reports and presentations; Screening calls for the CEO; Managing budgets and other financial matters; Coordinating projects that may involve working with all levels of internal management and staff; Managing the executive's calendar and meetings; Making travel arrangements including airline, hotel, and rental cars; Conducting research to apprise the CEO; Providing administrative support for all Board related meetings and activities; Providing administrative support for AAT and its member organizations; Maintaining photo archives for AAT and member organizations according to marketing guidelines; Supporting the Signature Event Coordinator and Auction Committee by collecting and shipping auction items associated with Signature Events; Attending Signature Events and various other MARCOM meetings, preparing required materials, taking minutes and providing requested follow-up.

The incumbent must have the ability to exercise good judgment in a variety of situations, with strong written and verbal communication, administrative, and organizational skills, and the ability to maintain a realistic balance among multiple priorities for the CEO, AAT and its member organizations. The Executive Coordinator must have the ability to work independently on projects, from conception to completion, be able and willing to handle a variety of activities and confidential matters with discretion and must be able to remain poised and professional at all times.

This position description has been designed to indicate the general nature and level of work performed by jobholders within this role. It is not designed to contain, or to be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to the job. The requisites described within this position description are representative, but not all-inclusive, of the knowledge, skills, and abilities required for this position. To perform the job successfully, an employee must perform each essential function satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform these essential functions.

PRIMARY OBJECTIVES:

1. Alleviate administrative duties from the CEO to enable the CEO to focus on critical objectives for the success of AAT and its member organizations;
2. Serve as communications liaison to the Board of Directors and Steering Committee, assisting them with logistics related to Board meetings and events, and sharing critical strategic information in fulfillment of organizational objectives;
3. Perform administrative duties in support of AAT and its member organizations;
4. Support the success of the Marketing & Communications Department's initiatives, projects, and Signature Events;
5. Support the CEO in managing Concours Club related activities, communications and member logistics.

MAJOR RESPONSIBILITIES:

1. Serve as the primary point of contact for all internal and external communications for the CEO, including correspondence, incoming call screening, appointment scheduling, and other critical communications as needed;
2. Manage the office, calendar, and budget of the CEO;
3. Arrange corporate travel and meetings by developing itineraries and agendas, booking other transportation, arranging lodging, providing meeting accommodations, and travelling with the CEO, as necessary, to provide support at offsite events;
4. Serve as liaison to the Board of Directors of AAT and its member organizations, including preparation of records such as board books, agendas, notices, minutes, and resolutions for committee meetings;
5. Support AAT and its member organizations by providing administrative services.

QUALIFICATIONS:

The incumbent for this position must possess a AA degree in business, marketing, communications or other relevant field, and a minimum of 2 years of experience as an Executive Assistant or Executive Coordinator for a Department Director, Vice President, President or CEO, or a minimum of 4 years of experience performing progressively responsible administrative project management duties for Executives in a fast-paced environment.

Additionally, the incumbent must possess:

1. The ability to pass an in-depth background investigation including criminal history, employment records, and personal references;

2. A willingness to work outside of defined functions of position when necessary;
3. A solid proficiency in the English language with professional communication skills including written, oral, presentation, and interpersonal skills;
4. An ability to drive personal vehicle for business purposes;
5. An ability to effectively multi-task and coordinate between different projects and/or departments and agencies while remaining organized and solution focused;
6. The ability to lift up to 30 lbs. as needed, stand and sit for extended periods of time, bend stoop, and twist regularly, manipulate items with fingers frequently, operate a computer regularly, visually inspect computer monitors, read and interpret manuals and instructions, and effectively communicate verbally, and in written format, with employees and management regularly;
7. An ability to thrive in a fast-paced, dynamic environment, with high expectations for professional outcomes;
8. A proven ability to multi-task and prioritize competing tasks while meeting deadlines;
9. The ability to critically analyze and resolve quantitative, and logistical problems;
10. The skill and ability to work independently with general instruction and minimal supervision while maintaining a team oriented approach and attitude.

WORKING CONDITIONS:

1. Primarily office environment with minor exposure to a combination of commercial retail, commercial food, shop, and outside environments;
2. Minimal exposure to cleaners and various other chemicals;
3. Minimal exposure to dust, gases, and fumes.

RESPONSIBILITIES:

EXECUTIVE SUPPORT:

1. Maintain CEO's appointment schedule by planning and scheduling meetings and teleconferences;
2. Arrange corporate travel and meetings by developing itineraries and agendas, booking other transportation, arranging lodging, and providing meeting accommodations;
3. Provide administrative support to the CEO and maintains executive files and documents;
4. Oversee the CEO's budget and creates purchase orders (POs) as needed;
5. Work closely and effectively with the CEO to keep him/her well informed of upcoming commitments and responsibilities, following up appropriately;
6. Respond to inquiries from external and internal stakeholders;
7. Support CEO's daily correspondence including writing, transcribing, editing and proofreading;
8. Support the CEO in managing Concours Club related activities, communications and member logistics;
9. Provide a bridge for smooth communication between the CEO and internal departments;


10. Successfully complete critical aspects of deliverables with a hands-on approach, including drafting acknowledgement letters, personal correspondence, and other tasks that facilitate the CEO's ability to effectively lead the organization Travels with the CEO as necessary to provide support at offsite events;
11. Create, update, and maintain notes, presentations, and project lists as needed by the CEO;
12. Coordinate and manage logistics for the annual presentations of the Nicola Bulgari Award, Master Collector Award, Master Craftsman Award and the Outstanding Service Award; and source and produce annual awards;
13. Assist the CEO in creation and management of the annual ACM Trust recognition event;
14. Handle sensitive and confidential information discretely.


BOARD SUPPORT AND LIAISON:

1. Serve as liaison to the Board of Directors of AAT and its member organization committees;
2. Provide administrative support to the Chairman of the Board of AAT and its member organizations;
3. Provide administrative support for Board-related requests and ensures prompt follow-up to all Board of Directors issues;
4. Create of all Board materials from document production, standardized formatting, materials sourcing, physical production;
5. Plan and manage all arrangements and logistics for board meetings, committee meetings, and board socials;
6. Comply with applicable rules and regulations set in bylaws regarding board and board committee matters, including advance distribution of materials before meetings in electronic/paper format;
7. Record meeting minutes, tasks and activities that are related to follow-up from meetings.

ADMINISTRATIVE SUPPORT FOR AAT AND MEMBER ORGANIZATIONS:

1. Serve as the primary point of contact for internal and external communications for the administrative office, including welcoming and responding to guest needs, correspondence, answering incoming calls and routing callers and emails to appropriate parties; appointment scheduling, and other critical communications as needed;
2. Track production timelines for projects led by AAT and its member organization managers;
3. Coordinate and ensure the distribution of mailings;
4. Participate with staff in providing on-site day-of event support for Signature Events;
5. Generate and track purchase orders;
6. Represent AAT and its member organizations by attending select internal and external promotional events;
7. Oversee ordering of office supplies for AAT and ACM ensuring staff is provided with items required to perform the duties of their jobs;
8. Maintain photo archives for AAT and member organizations and obtains and tracks photo copyright agreements according to established marketing processes and guidelines;
9. Assist with creating reports and communications utilizing MS-Word, Excel, Google Analytics, Sprout Social, etc.;


Initial


Date Received

10. Assist with database forms, updates event forms, and implements proper use of relevant AAT databases for communication and coordination responsibilities;
11. Research and institute new technologies to streamline workflow processes and communication.

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Printed Name



Signature



Date Received

