

STL PARTNERSHIP

Executive Assistant - World Trade Center St. Louis and Mosaic Project

Work to Improve and Increase Economic Opportunities in the St. Louis Region

The St. Louis Economic Development Partnership (STL Partnership) is a Missouri non-profit corporation organized for the purposes of advancing the social welfare, health, and economic interests of the St. Louis region and its residents. In furtherance of its organizational purposes, STL Partnership provides governmental economic development services to both St. Louis County and the City of St. Louis.

For more than 30 years, as the international division of the St. Louis Economic Development Partnership, World Trade Center St. Louis (WTC) has supported growth for the region's businesses as well as ensuring St. Louis companies are represented in an increasingly global marketplace. From customized market research to trade training, hosting inbound and outbound delegations, and managing St. Louis' Foreign Trade Zone, Mosaic Project, and Sister Cities organizations, WTC brings together a strong system of business and government agencies to support trade and investment and enhance St. Louis' global connectivity.

Position Description

Provide high-level administrative and clerical support to World Trade Center St. Louis executive director and day-to-day office operations, accounting functions, and in-person event support for larger World Trade Center and St. Louis Mosaic Project operations. Rely on experience and judgment to plan and accomplish goals.

The Executive Assistant reports directly to the Executive Director of the World Trade Center St. Louis while also supporting the Deputy Director of the WTC-St. Louis and Executive Director of the Mosaic Project.

Job Duties

- Manage the calendar of the Executive Director, including arranging meetings, coordinating events, and scheduling travel.
- Oversee day-to-day WTC office operations; organizes and maintains electronic filing system; order and maintain office supplies.
- Provide administrative support to WTC Deputy Director and Mosaic Project Executive Director; assist with scheduling of meetings, event planning functions, support of major initiatives and preparation of presentations and report materials.
- Provide administrative support for the Sister Cities program, to include financial grant allocations and annual reporting.
- Handle requests from Sister Cities for assistance, meetings with elected officials, and any other requests.
- Manage accounting functions (invoices and accounts payable).
- Assist with fiscal year budgets for WTC and St. Louis Mosaic Project.

- Exceptional verbal and written communication are required to ensure effective interaction with visitors, international delegations, government officials worldwide, local elected officials, board members, and WTC members.
- Responsible for travel requests, mileage reports, travel expense reimbursement, other expense reimbursements.
- Coordinate events, such as incoming delegations - ordering catering, name tags, table tents, reserving meeting rooms, email follow-up, tracking attendance.
- Set up and coordinate meetings.
- Coordinate multiple boards' quarterly meetings, including: preparing agendas, resolutions, (working with Legal Department) meeting minutes, board appointments/rosters, and board calendars.
- Coordinate contracts with the Legal Department and vendors for signatures.
- Support the Executive Director with trade mission planning.
- Work independently on complex and confidential assignments.
- Work independently in responding to routine correspondence.
- Assist with special assignments as needed.
- Assist in special events, such as fundraising activities and the annual meeting.
- Perform various other duties and functions as required or assigned within area of expertise or scope of the position.

Professional Qualifications

Education

Associates Degree (Bachelors preferred), plus additional training in office management, business administration, and Microsoft Office suite.

Experience and Skills

- At least five years of progressively more responsible related work experience.
- Knowledge of office management practices, and procedures.
- Knowledge of administration, clerical, and accounting procedures. Working knowledge of MIP accounting software (formerly Abila) desirable.
- Advanced skills in Microsoft Office Suite, including Word, Excel, Outlook, and Teams Meeting Scheduling.
- Skilled in Adobe Acrobat, DocuSign, and Zoom.
- Detail oriented; problem solving.
- Ability to think critically and make inferences from written materials.
- Cross cultural experience and global perspective gained by working/living with people of other cultures highly desirable.
- International affairs or business experience is desired but not required.
- Perform light physical work lifting up to 10 pounds on an occasional basis; perform such activities as typing, grasping, lifting, reaching, crouching, and repetitive tasks.
- Understand and execute both basic and complex directions.

Personal Qualities

1. Demonstrated commitment to public service and STL Partnership's mission.

2. Self-motivated and able and willing to manage an aggressive schedule to meet job demands.
3. A team player who inspires collaboration and is well-organized.
4. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

Interpersonal Characteristics

Strong written and verbal communication skills are expected. The selected candidate should be a strong team and relationship builder and self-motivated. It is expected that the selected candidate will recognize and respect diversity and work effectively with people of all backgrounds and cultures and will have a desire to make a positive difference within the community. It is expected that the selected candidate will maintain a professional work environment and will treat others with respect and dignity in executing all job functions.

Working Conditions

The job duties described above are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations will be made to enable individuals with disabilities to perform the essential functions.

Compensation and Terms

Commensurate with experience, we offer a competitive base salary and a culture that fosters and supports creativity and innovation. STL Partnership offers a generous benefits package that includes paid time off and holidays; medical, dental, vision, life, and disability insurance; and retirement plan options. This is a full-time, non-exempt position under the Fair Labor Standards Act.

Interested and qualified applicants should submit their resume to <https://stlpartnership.aaimtrack.com>. Applicants are also encouraged to visit our website to learn more about the organization and opportunity: www.stlpartnership.com and <https://stlpartnership.com/careers/>.

The St. Louis Economic Development Partnership is an equal opportunity employer. STL Partnership considers applicants without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, or any other legally protected status.

Accredited Economic Development Organization



The St. Louis Economic Development Partnership is proud to have earned the distinguished title, Accredited Economic Development Organization (AEDO) from the International Economic Development Council (IEDC). The accreditation signifies the professional excellence of economic development entities throughout North America.