



**City of Memphis and Shelby County
Community Redevelopment Agency (CRA)**

Position: Executive Assistant

Reports To: President

Supervises: None

CRA Mission and Goals

The City of Memphis and Shelby County Community Redevelopment Agency (CRA) was established to be a catalyst for the restoration of communities through removing blight and providing affordable housing. The CRA serves as a joint agency of Shelby County and the City of Memphis and was set up as an organization in 2017.

Our community-based approach to the redevelopment of neighborhoods needing reinvestment relies on Tax Increment Financing (TIF) as an important and strategic tool for implementing the goals of the agency.

Position Overview

The Executive Assistant supports the CRA President and other staff members by performing a wide range of administrative, communication, project management, and program related and organizational management tasks. The daily work responsibilities for this person can be highly varied in complexity, and often involve interactions with members of the public, elected officials, board members and business professionals. These responsibilities will include managing the President's schedule and calendar, organizing meetings and conference calls, organizing public events conducting research, analysis, and writing reports. This person is regularly called upon to provide clerical support, to proofread and edit emails, letters, reports, and other documents, manage, and organize information in written and electronic formats, and to support other staff members in completing tasks to meet project deadlines. The Executive Assistant will play a key role in preparing for board and committee meetings, sending out board packets and completing other tasks at the direction of the President related to the functioning of the CRA Board and its committees.

This person must be able to work independently with minimal supervision and is directly responsible for timely, accurate production and completion of all assigned work.

Job Responsibilities and Tasks

- Provide administrative support to the President and other staff members including work related to the budget, communications, information/data management, internal and external coordination, organizing meetings and managing CRA projects.
- Attend Board, committee, and public meetings, keeping minutes, preparing agendas, drafting/editing correspondence and memos, and performing other tasks related to Board and committee communications.
- Produce a variety of written work products, including letters, memorandums, summaries, presentations, and reports.
- Maintain and update various files and records to ensure information is well organized and readily searchable. Perform routine clerical and administrative functions such as word processing, computer input, filing, and record searches.
- Organize and prioritize assigned work to ensure tasks are completed in line with established deadlines. Able to take basic ideas, general direction, outlines, and concepts and proactively ask questions and take action to advance work products to a final draft form for review and approval by the President or other staff members as directed.
- Display flexibility in performing tasks and adapting to changing priorities to meet deadlines and achieve the broader goals and objective of the organization.
- Create and maintaining computer files and work in a number of computer applications including MS Outlook, MS Word, MS Excel, and other MS Office software to support the staff and complete assigned work and projects. Experience with Adobe Creative Suite is a plus.
- Support CRA staff in completing project reports, analyses of funding applications and in the preparation of external communications related to the work of the CRA.
- Demonstrate a positive, customer-service oriented outlook and provide accurate, timely customer response under all conditions including difficult situations involving demanding members of the public.
- Work collaboratively with accounting staff to track payments, prepare reports, and update the President and other staff members, as necessary.
- Demonstrate appropriate professional discretions needed to maintain confidential records, correspondence, and information.
- Make travel arrangements, prepare schedules, and manage logistics for a variety of internal and external meetings. Assist with the planning and implementation of community and public relations events.
- Serve as the first point of contact in directing members of the public to the appropriate staff person to assist them and to answer basic questions about the mission and activities of the CRA as directed by the President.
- Must be able to successfully, tactfully, and empathetically interact with a diverse range of people.

Education, Experience, Knowledge & Skills

- Graduation from high school or GED equivalent, with a strong preference for having at least five (5) years executive support experience. This experience would ideally include experience working in the not-for-profit or public sector, or

closely related community development, real estate, or finance field in the private sector. An equivalent combination of education and experience may be considered.

- Ability to work cooperatively and effectively with the public, applicants, and employees at every level of the organization. The ability to develop positive working relationships is required.
- Demonstrated knowledge of office administrative best practices and procedures, including file and document management.
- Discipline to follow and help refine administrative policies and procedures applicable to areas of assigned responsibility.
- Strong writing and editing skills particularly technical and business writing.
- Excellent computer skills including Microsoft Office suite of software applications, cloud-based file storage and transfer applications, Adobe suite products.
- Ability to tactfully manage interpersonal communications, utilizing diplomacy, and discretion in dealing with sensitive and confidential situations with both internal and external parties.

Physical Requirements to Perform Duties

- This position regularly requires the employee to operate a variety of computer and office equipment to fulfill the essential functions of this position.
- Employee must be able to communicate with other staff members and members of the public to successfully carryout the responsibilities of this position.

Salary Range

The Executive Assistant position salary will be commensurate with experience. The starting salary range is \$40,000 to \$55,000. The CRA offers competitive benefits including, medical and dental coverage, paid time off, holidays, and a 401(k).

The posting will remain open until filled. To apply, please send a cover letter and resume to Andrew.Murray@CRAMemphis.org