

Job Title: Executive Assistant to Executive Director

Location: Houston, Texas

Job Type: Full-Time

Reports To: Executive Director

Position Overview:

The Executive Assistant to the Executive Director will play a key role in supporting the Executive Director (ED) in executing their leadership responsibilities. This position requires a high level of professionalism, attention to detail, and the ability to manage multiple tasks and priorities in a fast-paced environment. The ideal candidate will have experience in an operations and customer service environment and be familiar with the nuances of government processes and public policy advocacy.

Key Responsibilities:

- **Executive Support:** Provide high-level administrative support to the Executive Director, including managing schedules, organizing meetings, processing documents, and handling correspondence.
- **Legislative Liaison:** Serve as a liaison between the Executive Director and legislative offices, government agencies, and key stakeholders. Maintain strong working relationships with elected officials, legislative staff, and public policy partners.
- **Legislative Research & Analysis:** Keep a working knowledge of current events, including on legislative issues, policy changes, and government regulations that may impact the organization. Summarize legislative developments and provide relevant updates to the Executive Director and senior leadership, as necessary.
- **Preparation for Meetings and Project Management:** Assist the Executive Director in the planning and execution of key organizational initiatives and projects, coordinate and prepare materials for meetings with elected officials, legislative committees, and other key stakeholders, and attend relevant legislative sessions, hearings, or events as required, including tracking legislative deadlines, advocacy efforts, and policy changes.
- **Document Drafting and Review:** Prepare and edit communications, including reports, memos, presentations, and legislative briefs. Ensure that all materials are aligned with the organization's strategic goals and messaging.

- **Confidentiality and Discretion:** Handle sensitive information with the utmost discretion and confidentiality, especially related to legislative strategy, advocacy, and internal operations.

Qualifications:

- **Education:** Bachelor's degree in Political Science, Public Administration, Business, or a related field.
- **Experience:** Minimum of 5 years of experience in an executive assistant, administrative support, or operations manager role.
- **Legislative Knowledge:** Strong understanding of legislative processes, government relations, and public policy. Experience working with elected officials, legislative committees, and governmental agencies is highly preferred.
- **Communication Skills:** Exceptional written and verbal communication skills. Ability to draft clear, concise, and effective communications for both internal and external audiences.
- **Organizational Skills:** Excellent organizational skills with the ability to handle multiple tasks and meet tight deadlines.
- **Technological Proficiency:** Proficient in Microsoft Office Suite (Word, Excel, PowerPoint), email systems, and scheduling tools. Familiarity with legislative tracking software is a plus.
- **Discretion & Professionalism:** Proven ability to maintain confidentiality and work in a professional, high-pressure environment.

Additional Skills/Attributes:

- Strong interpersonal skills with the ability to work with a wide range of stakeholders, including elected officials, government staff, and the public.
- Ability to adapt to changing priorities and manage competing demands.
- Proactive, self-starter who takes initiative and anticipates the needs of the Executive Director.
- Strong problem-solving skills and attention to detail.

Compensation:

- Competitive salary based on experience.

- Benefits package includes health insurance, retirement plans, and paid time off.

How to Apply:

Interested candidates are encouraged to submit a resume and cover letter outlining their qualifications and experience to dedrea.norman@gcpdtexas.com. Please apply by April 14, 2025.