



POSITION DESCRIPTION

Position Title:	Executive Communications Assistant		
Description Number:	1.1.3	Classification:	Administrative Support
Department:	Administrative Services	FLSA Status:	Non-exempt
Date issued/Revised:	June 2024	Employment Status:	Full-time

The following are essential functions of this position and not intended to be all-inclusive. An employee may be directed to perform other reasonably related job duties and responsibilities. LREC reserves the right to revise or change the job duties and responsibilities as the need arises. The position description will be updated accordingly. This position description does not constitute a written or implied contract of employment.

Summary of Position:

Responsible for providing detailed, confidential, and deadline driven executive support to the Chief Executive Officer and Board of Directors. Effectively captures the message and importance of the CEO's voice in developing and executing communications content, ensuring consistency and mission alignment. Engages as a member of Administrative Services in internal and external communication, events and meeting planning and execution in support of strategic goals and overall mission.

Leading Self:

1. Communicate Effectively – Express ideas clearly and concisely. Provide information people need to know to do their jobs, and to convey motivation for being a member of the team.
2. Interpersonal Skills – Relate well to all people. Carefully listens to the ideas and suggestions of others. Understands own effect on situations and people. Accurately senses when to give and take when negotiating.
3. Manage Self/Results Oriented – Is action oriented, works hard and uses time and resources effectively and efficiently. Takes initiative and completes projects.
4. Individual Performance and Technical Knowledge – Has the functional and technical knowledge and skills to do the job safely, efficiently, and productively
5. Continuous Learning – Is self-aware of personal strengths, weaknesses, opportunities, and limits. Is personally committed to and actively works to continuously improve himself/herself
6. Adaptability – Learn quickly when facing new problems. Change approach midstream when something isn't working
7. Customer Focused – Dedicated to meeting the expectations and requirements of internal and external customers
8. Teamwork – Understands and be committed to the goals of the team. Collaborate well with others.
9. Business Focused – Understands LREC and LRES business and the impact of each employee's fair share of work. Uses time and resources to accomplish LREC and LRES business objectives.

Job Responsibilities:

Executive Support to the Chief Executive Officer

1. Communicates on behalf of the CEO with Board members, cooperative leaders and external constituents on matters related to strategic initiatives.
2. Exercises impeccable discretion, confidentiality and judgement; exhibits comfort and confidence working with stakeholders, representing the CEO and cooperatives mission.
3. Prepares cooperative strategy driven communications, documents, and presentations in the CEO's voice for a variety of special projects and initiatives, including those of a sensitive or confidential nature.
4. Maintain awareness and comfort of utility and cooperative relevant Legislative and regulatory issues, engaging in professional communications with legislators, on behalf of the CEO.
5. Expeditiously follows-through on projects and recurring reports for signature or distribution, often with deadline pressures; prioritizes conflicting needs.
6. Works closely and effectively with Board and other leaders to keep them well-informed of upcoming commitments and responsibilities, following up appropriately.
7. Manages calendar/schedule, travel arrangements/logistics and expense reports; and makes recommendations to organize for maximum efficiency.
8. Assist senior leaders and other administrative services colleagues, as appropriate.
9. Board Relations
 - a. Prepares, executes, delivers and publishes critical materials for meetings with the board of directors and other senior audiences, including agendas, presentations and meeting minutes.
 - b. Effectively prepares, combines content, publishes, uploads and communicates with the Board, using Call to Order application software.
 - c. Ensure the boardroom is reserved, set up, food and beverages prepared for meetings.
 - d. Attends monthly board meetings and any special board meetings. Prepares, executes, and publishes (electronically) minutes and summaries for board meetings, at minimum monthly.
 - e. Anticipates and prepares board resolutions with direction from the CEO. Maintains master files of board members, board actions, board minutes, and board resolutions.
 - f. Registers board for training and conferences. Makes travel and lodging arrangements for the board of directors.

Administrative Services

10. Assist, plan and execute professional internal and external communications, meetings and events.
11. Support development and execution of member engagement materials – print or digital.
12. Comfort with supporting and executing content on social media accounts.
13. Assist with communications materials development for member or employee communications.
14. Assist in the preparation and execution of employee meetings, annual meetings, and district meetings. Serves as recording secretary at the Cooperative's annual meeting.
15. Assist the meeting presenters in developing their presentations.
16. Schedule non-LREC meetings in the meeting room and conference room confirming the arrangements with the scheduling party. Ensure completion of Facility Use Agreement.
17. As needed, support the Executive Director for the Lake Region Electric Trust Operation Round-Up® Board of Trustees meetings.

Reporting Relationships:

Reports to:	Chief Executive Officer
Supervises:	No one
Directs work of:	No one
Relationships:	Peer groups, members, media, general public

Specifications:**Education and Experience:**

- High school diploma or equivalent. Associate's degree is preferred.
- Four years of experience supporting C-Level Executives, preferably with Board governed leadership.

Skills and Abilities:

- Advanced technology skills, including Microsoft Office (PowerPoint, Excel, Word, Outlook), Adobe Acrobat, and WebEx technologies.
- Excellent level of written and verbal communication skills.
- Proven ability to handle confidential information with discretion, be adaptable to various competing demands, while demonstrating the highest level of customer/client service and response.
- Strong interpersonal skills and the ability to build positive working relationships with stakeholders, including leaders, staff, board members and external partners.
- Strong organizational skills that reflect the ability to perform and prioritize multiple tasks seamlessly with excellent attention to detail.
- Demonstrated approach to anticipating conflicts and solving problems, with strong discretionary decision-making capability.
- Forward-looking thinker, who seeks opportunities and proposes solutions and meets deadlines.
- Highly resourceful team-player, with the ability to also be extremely effective working independently, taking projects from conception to completion.

Additional Expectations:

Overtime may be required to complete the duties as directed. Assistance will be expected during major outages.

Physical Demands and Working Conditions:**Summary:**

Work in a climate-controlled office environment with minimal physical exertion. Activities include work on a computer screen and extensive interaction with consumers and the general public via personal contact, telephone and written communication.

Definition of frequency examples:

- Frequently – Every day to once a week occurrence.
- Occasionally – Less than once a week or seasonal occurrence.
- Not Applicable – Not likely to happen.

Physical Demands Required to Perform Duties:	
Physical Demands	Frequency Examples
Standing	Frequently
Walking	Frequently
Sitting	Frequently
Lifting, Carrying	Occasionally carry supplies up to 30 lbs.
Twisting, Pushing, Pulling	Occasionally
Climbing, Balancing	Not Applicable
Kneeling, Crawling	Occasionally
Talking	Frequently

<i>Physical Demands Required to Perform Duties:</i>	
Hearing	Frequently
Communication	Frequently
Visual ability	Frequently
Bending	Not Applicable
Gripping, Grasping	Not Applicable
Other physical demands	Not Applicable
Working Conditions	Frequency Examples
Exposure to outdoor conditions	Not Applicable
Low visibility	Not Applicable
Noise	Not Applicable
Moving parts	Not Applicable
Energized equipment	Not Applicable
High, exposed places	Not Applicable
Radiant energy	Not Applicable
Exposure to chemicals	Not Applicable
Vehicular traffic	Occasionally
LED/LCD screens	Frequently
Slippery conditions	Occasionally
Other environmental conditions	Not Applicable