



Job Description Hamilton County Tourism, Inc. Executive Assistant

Department: Administration
Reports to: President & CEO
Job Classification: Exempt, Full-Time, Assistant
Work Environment: Hybrid - remote and office in Carmel, Indiana

About Hamilton County Tourism

Hamilton County Tourism, Inc. (HCT) is a 501(c)6 organization that promotes and encourages tourism and development of Hamilton County, Indiana, just north of Indianapolis. But we are so much more than that. We are place-makers, working with our community partners on product development initiatives. We are innovators and thought leaders, always thinking outside the box and one step ahead of what's around the corner. We are marketers, using sophisticated tools to share a simple message: [Hamilton County](#) is a premier destination for leisure, sports, business and beyond. Perhaps more importantly, we're listeners and collaborators, dreamers and doers.

Position Statement

The Executive Assistant provides comprehensive administrative support to the President & CEO and serves as a liaison to staff, board members, elected officials, and other key community stakeholders. This position plays a pivotal role in ensuring the smooth and efficient functioning of executive level operations.

Responsibilities

Executive Support (70%)

- Cultivate positive relationships with staff, board members, elected officials and community partners. Represent the President & CEO and Hamilton County Tourism in a professional manner.
- Manage the President & CEO's calendar, serving as the primary point of contact for all internal and external stakeholders to schedule meetings and appointments. Prioritize commitments for efficient use of time.
- Assist President & CEO with board meeting management, to include agenda preparation, required public and board notifications, conference room set up, meeting packet assembly, and minute taking.
- Process the President & CEO's monthly expense report, ensuring that receipts are collected and submitted in a timely fashion.
- Assist President & CEO with stakeholder updates and communications. Compose, review and edit email correspondence, documents, reports and presentations as needed.
- Oversee conference registrations and travel logistics for the President & CEO, sharing reservation confirmations and itinerary details prior to travel.
- Support the President & CEO with special projects, research and presentations.

Organizational Support (25%)

- Support other departments as needed with organizing and staffing internal and external meetings, events and programs. This may include site selection, room set up, food/beverage orders, registration table staffing, etc.
- Serve as back-up for front desk coverage. Welcome walk-ins and answer the phone. Provide helpful information to ensure that each visitor has a positive experience.
- Assist with deliveries and errands as needed.
- Coordinate staff logo wear orders twice a year.

Other (5%)

- Participate in HCT-sponsored functions and activities as needed.
- Participate in staff meetings and project meetings as required by position or requested by supervisor.
- Demonstrate a commitment to developing and embracing Hamilton County Tourism's core values—strive for excellence, foster flexibility, cultivate collaboration, lead with intelligence and shape community.
- Perform other duties as assigned.

Education & Experience

- Associate's degree in business, communications, nonprofit management, tourism or related field required, bachelor's degree preferred
- At least 5 years of relevant work experience

Requirements

- Professional demeanor
- Effective verbal and written communication skills
- Strong attention to detail
- Ability to handle confidential and sensitive information with discretion
- Capacity to manage multiple projects and tasks
- Adaptability/flexibility
- Ability to work independently and as part of a team
- Proficiency with Microsoft Office applications, specifically Word, PowerPoint and Excel
- Valid driver's license and ability to drive own car as well as the company vehicle

To apply, send a cover letter and resume to careers@hamiltoncountytourism.com by February 19.