



Date: January 7, 2025
Location: Hollywood, Florida
On-Site
Position: Executive Assistant
Hours: 40 hours per week (Full Time)
Salary: \$24.04 per hour / \$50,000 per year, Dependent on Qualifications.
Benefits: Paid Health Care Benefits, sick and vacation time, parental and family leave, paid holidays, participation in the Florida Retirement System, and 401K opportunity investments.
Availability: Until position is filled.

Responsibilities

This position is responsible for providing high-level administrative support to the Director of Administration in accomplishing the objectives and goals of the Council's Executive Director, finance, and planning staff. Specific duties vary depending on current projects.

Duties

- Provide administrative support to Council administration, finance, and planning staff.
- Answer phones, door, and maintain calendars.
- Schedule and coordinate staff and other meetings.
- Proofread and edit memoranda, letters, staff reports, monthly reports, and board packet materials.
- Copy and prepare materials for various projects, meetings, and grants.
- Assist staff in the preparation of final documents, including layout, formatting, and production.
- Prepare agenda packets for Council meetings.
- Prepare minutes of meetings where assigned.
- Lend administrative support to outside meetings when requested. This duty includes driving, meeting set up and tear down, lifting of meeting packages, etc.
- Sort, date stamp, and deliver incoming mail. Apply postage and process outgoing mail.
- General office administrative duties, including but not limited to typing, filing, and record keeping. This duty includes driving and transportation of files to and from storage as needed.
- Prepare Local Governmental Comprehensive Plans upon arrival for discussion with Principal Planner and Deputy Director, and for appropriate planning staff assignments.
- Assist with the Development of Regional Impact (DRI) operations, including retrieving DRI documents from the storage unit for use at the Council office. This duty includes driving, lifting, and transporting files.



- Maintain and update the Council's existing databases (e.g., Constant Contact, email, DRI, and Document Management Systems).
- Order office and kitchen supplies.
- Other duties as assigned.

Knowledge, Skills & Abilities

- Excellent interpersonal, verbal, and written communication skills, including proper spelling and grammar.
- Proven proficiency and experience in Microsoft Office, including Outlook, Word and Excel, WordPress, and Adobe Creative Cloud.
- Ability to work well under time-sensitive deadlines.
- Ability to handle multiple tasks.
- Ability to proof own work and the work of others.
- Ability to work effectively with others.

Education/Experience

- Associate's degree or higher. Prior administrative experience.

Physical and Sensory Requirements / Environmental Factors

- **Physical Ability**: Duties require the ability to exert light to medium physical effort in sedentary to active work. This includes the occasional lifting, carrying, pushing and/or pulling of objects and materials of heavier weight, such as meeting materials for Council meetings outside of the office, binders, file boxes in storage, moving and unloading boxes of 20lb copier/laser printer paper, etc. Tasks may involve extended periods of time at a keyboard or workstation.
- **Sensory Requirements**: Some tasks require the ability to perceive and discriminate sounds, and visual cues or signals. Some tasks require the ability to communicate orally.
- **Environmental Factors**: Essential functions are regularly performed without exposure to adverse environmental conditions.

License, Certification or Registration

Must have a valid driver's license or be able to secure a valid Florida driver's license at the time of employment within this classification.

Job Location

South Florida Regional Planning Council, 1 Oakwood Boulevard, Suite 250, Hollywood, Florida.

Salary and Benefits

\$50,000

Paid Vacation, Sick Leave, FRS match, health, life, long-term disability and GAP insurance, Optional: 401(k) plan, dental and vision, additional AFLAC coverage.

Please submit a resume fully describing experience and qualifications to Kathe Lerch, Director of Administration, at sfadmin@sfrpc.com