

Position Title: Administrative Assistant

Reports To: Chief Financial Officer

Description:

GFW Inc. serves as the chamber of commerce and economic development agency for Fort Wayne – Allen County. A successful candidate will demonstrate a commitment to GFW Inc.'s mission and values. Must work cooperatively and jointly with businesses and government agencies to provide a high quality and seamless customer service experience.

Mission: Building a Nationally Recognized Economy.

Values: Inclusivity. Collaboration. Results.

Responsibilities & Expectations:

Administrative Support for Executive Team

- Assist Chief Executive Officer (CEO) and Chief Economic Development Officer (CEDO) with scheduling meetings, coordinating agendas and facilitating communication
- Schedule staff meetings and staff retreats at the direction of the Executive team
- Onsite assistance with Economic Development visits – schedule conference room, order food/beverages, IT needs, agenda, presentation (PPT) support, etc.
- Coordinate travel arrangements, registrations, and itineraries for Executive team
- Coordinate GFW's sponsorships and registration at community events
- Assist Executive team with preparing presentations - updating slides, providing a draft PPT, etc.
- Proactively determine needs for upcoming meetings/presentations on calendar of CEO and CEDO and assist with preparation (such as briefings, bios for unknown attendees or companies, etc.)

Support GFW Board of Directors and Committees (Governance, Executive, Economic Development)

Support the Alliance Board of Directors

- Cultivate ongoing professional working relationship with Board of Directors
- Correspondence (usually via email) on behalf of CEO and Board Chair
- Prepare and/or obtain agenda and documents for meeting packet
- Coordinate venue, logistics, and PowerPoint presentation for Board & Committee meetings
- Attend and prepare minutes for Board of Directors meetings: GFW and Alliance
- Attend and prepare minutes of Committee meetings: Executive, Governance and Economic Development
- Maintain Board documents (By-laws, Policies, Charters, Conflict of Interest, Confidentiality)
- Track attendance for Board and all Committees

Manage office IT, phone system and related equipment & software in coordination with CFO

- Request quotes for new equipment in coordination with CFO
- Attend quarterly/annual meetings with outside service providers
- Assist CFO with contract renewals: RFP process, tracking, evaluating
- Assist staff with conference room equipment, onboarding, ordering tech equipment

Greater Fort Wayne Inc. is an equal opportunity employer. All applicants will be considered for employment or internship without attention to race, color, religion, age, sex, sexual orientation, gender identity, national origin, veteran or disability status.

Provide backup support for Front Desk and Conference Rooms

Administrative Support – Economic Development Team

Fee for Service Contract Coordination

- Scheduling of regular meetings with fee for service (FFS) partners
- Request invoices from Accounting and email to FFS partners
- Assist CEDO with FFS contract updates
- Serve as contact person for FFS vendor contracts (primarily the Airport)

Economic Development Summit (an annual half day or full day conference)

- Coordinate calls and information with session participants for preparation
- Assist with PPT content for each session (coordination with external partners)

Planning and Research Projects - as needed

- Examples: Allen County Together, 122nd Concept Plan, Welcoming Fort Wayne, Visit Fort Wayne Master Plan, Allen County Business Survey, Sites Task Force, BIL Task Force
- Meeting scheduling, document preparation

File Maintenance Responsibilities

Deal Flow Tracking

- Update lead information in project deal flow sheet on a weekly basis.
- Pull together bulleted information on deal flow observations, on an annual basis.

Economic Development Dashboard

- Update project descriptions (from quarterly emails)

ACT Presentations – serve as point of contact, schedule, and track meetings and attendance

Required Experience/Skills:

- Minimum associate's degree in job-related discipline
- Ability to work independently or in group settings
- Strong professionalism regarding confidentiality
- Excellent organization, critical thinking skills, and detail-oriented, a must
- Excellent written and verbal communication skills
- Proficient in Microsoft Office Suite, PowerPoint, Adobe, Zoom and Teams
- Previous experience supporting C-level executive is preferable
- Proficient with office technology and equipment, cloud-based software, and able to recommend and assist with implementing new technology

Company Culture: High-profile, fast-paced, team-oriented.

Other: This is a full-time position, in a professional office environment.

Schedule is Monday through Thursday 8 a.m. – 5 p.m. and Friday 8 a.m. to 3 p.m. Due to events, a few evenings each year are required. Generally, no weekends. We offer a variety of benefits including insurance, 401(k) plan, vacation and sick leave, and parking.

To Apply: Please send a cover letter and resume to swesner@gfwinc.com

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