

## THE ROLE (Job ID: US-325)

**Job title:** Executive Assistant to the Board of Advisors

### Summary of role:

CIT Dynamics is seeking an Executive Assistant to the Board of Advisors. The role involves providing administrative assistance to the Board. The Executive Administrator is expected to act as Corporate Secretary to the Board, preparing all Board agendas and materials necessary for in-person Board meetings and Board calls; taking meeting minutes, distributing and publishing them as appropriate, while safeguarding the confidential nature of the discussions and information shared in the meetings; and filing any necessary information with the corresponding corporate entities.

### Responsibilities:

- Plan meetings timelines, develop and share meeting announcement, communication, agenda, and supplies, as well as subsequent updates or changes
- Audit a minimum of 6 needed in-person committee meetings.
- Maintain, as needed, both mailing & public relations lists of Committee, personnel, and Regional Councils & committees
- Monitor board funds

### Reporting structure/composition of team:

/// Board of Advisors as seen on the about page

## EXPERIENCE/SKILLS & QUALIFICATIONS REQUIRED

- Bachelor's degree or equivalent work experience
- 3-5 years of experience working with a Board of Directors and/or board appointed committees
- 5+ years of experience in a high-level administrative support position

## PERSON SPECIFICATION

**To be considered for the role, you must be able to demonstrate that you have:**

- Association Knowledge
- Event and logistic experience
- Ability to speak languages other than English

**How to apply:**

**Please email a resume and the job ID (seen at the top of this document) you wish to apply for to [careers@citdynamics.com](mailto:careers@citdynamics.com)**