Executive Secretary

The Lehigh Valley Planning Commission (LVPC) is seeking a highly motivated and organized candidate for Executive Secretary. The Executive Secretary provides support to the Executive Director, Director of Administration, Associate Director of Development and the members of the Administrative Team. Generally, the Executive Secretary serves as the primary point of contact for internal and external constituencies on matters pertaining to the Administrative portion of the LVPC. The Executive Secretary also, serves as a liaison to the public and senior management team; organizes and coordinates executive outreach and external relations efforts; manages the secretarial functions of the organization and oversees special projects. The Executive Secretary must be creative and enjoy working within a small, entrepreneurial environment that is mission-driven, results-driven and community oriented. The ideal individual will have the ability to exercise good judgment in a variety of situations, with strong written and verbal communication, administrative, and organizational skills, and the ability to maintain a realistic balance among multiple priorities. The Executive Secretary will have the ability to work independently on projects, from conception to completion, and must be able to work under pressure at times to handle a wide variety of activities and confidential matters with discretion.

Duties + Responsibilities

Executive Support

Completes a broad variety of administrative tasks for the Administrative Team including:

- Managing an extremely active calendar of appointments
- Completing expense reports
- Composing and preparing correspondence that is sometimes confidential
- Arranging complex and detailed meetings, events, itineraries, and agendas
- Compiling documents for related meetings and events
• Plans, coordinates and ensures the Executive Director’s, Director of Administration, Associate Director of Development and other Administrative Team Members’ schedules are followed and respected. Provides “gatekeeper” and “gateway” role, creating win-win situations for direct access to the Administrative Team’s time and offices

• Communicates directly, and on behalf of the Executive Director, and Administrative Team with Commissioners, Lehigh Valley Transportation Study Members, elected and municipal officials, developers, engineers, and others, on matters related to programmatic initiatives

• Maintains contact information and various Administrative databases

• Manages administrative files and the organizational library

• Researches, prioritizes, and follows up on incoming issues and concerns addressed to the Administrative Team and overall LVPC Team, including those of a sensitive or confidential nature; Determines appropriate course of action, referral, or response

• Provides a bridge for smooth communication between the LVPC Team and the public; demonstrating leadership to maintain credibility, trust and support internally and externally

• Works closely and effectively with the Administrative Team to keep them well informed of upcoming commitments and responsibilities, following up appropriately. Acts as a “barometer,” having a sense for the issues taking place in the environment and keeping the Administrative Team updated

• Provides leadership to build relationships crucial to the success of the organization, and manages a variety of special projects for the Administrative Team, some of which may have organizational impact

• Successfully completes critical aspects of deliverables with a hands-on approach, including drafting acknowledgement letters, personal correspondence, and other tasks that facilitate the Executive Director’s ability to effectively lead the LVPC

• Prioritizes conflicting needs; handles matters expeditiously, proactively, and follows-through on projects to successful completion, often with deadline pressures
Commission Support and Liaison

- Serves as the Executive Team’s administrative liaison to Commissioners and Transportation Study Members
- Coordinates meeting agendas, space needs and arranges for refreshments
- Maintains discretion and confidentiality in relationships with all board members
- Adheres to compliance with applicable rules and regulations set in bylaws regarding board and board committee matters, including meeting advertising requirements and advance distribution of materials before meetings in electronic/paper format

Senior Management Liaison

- Participates as an adjunct member of the Executive Team including assisting in scheduling meetings and attending meetings
- Assists in coordinating the agenda of senior staff and all staff meetings
- Facilitates coordination of travel
- Assists the Associate Director of Development with outreach plans

Communications, Partnerships, and Outreach

- Ensures that staff biographies are kept up to date and responds to requests for materials regarding the staff and the organization in general
- Works with the Associate Director of Development to complete drafts of written communications to the public

Minimum Job Requirements

- High school diploma or equivalent required; Bachelor’s degree preferred
- Strong work tenure: five to 10 years of experience supporting an executive team, individual or organization
- Experience and interest in internal and external communications, and relationship development
• Proficient in Microsoft Office (Outlook, Word, Excel, Access and Power Point), Adobe Acrobat, and Social Media web platforms.

Knowledge, Skills and Abilities Required

• Strong organizational skills that reflect ability to perform and prioritize multiple tasks seamlessly with excellent attention to detail
• Very strong interpersonal skills and the ability to build relationships with stakeholders, including staff, commissioners, elected and municipal officials, partners and the public
• Expert level written and verbal communication skills
• Ability and desire to learn new software and social media platforms
• Demonstrated proactive approaches to problem-solving with strong decision-making capability
• Emotional maturity
• Highly resourceful team-player, with the ability to also be extremely effective independently
• Proven ability to handle confidential information with discretion, be adaptable to various competing demands, and demonstrate the highest level of customer/client service and response
• Demonstrated ability to achieve high performance goals and meet deadlines in a fast-paced environment

Other Requirements

The Executive Secretary must live in either Lehigh or Northampton County within six (6) months of the date of hire. Also, this position requires participation at some early morning, evening and weekend meetings. Valid Pennsylvania driver’s license is also, required.

Salary Range

$42,000 - $73,500 per annum; plus benefits.

The Lehigh Valley Planning Commission, Transportation Study + Region

The Lehigh Valley Planning Commission is a government entity and the official planning commission for Pennsylvania’s Lehigh and Northampton Counties. Under the umbrella of the LVPC, the Lehigh Valley Transportation Study serves as the federally-designated Metropolitan Planning Organization, or transportation and infrastructure planning agency for the region, as well. The LVPC and LVTS balances the overall needs of the Lehigh Valley’s communities from land use to transportation and parks and open space to housing needs to support a strong and growing community.
HOW TO APPLY

Only e-mail submissions to toscavich@lvpc.org will be accepted and must include:

a. Current resume detailing your education and experience
b. Letter of interest describing how you meet the qualifications for this position and why you would like to be considered
c. Minimum of three (3) references with names, address, telephone number, e-mail and relationship information for each person

Application materials must be received by 5:00 PM Eastern Standard Time on March 18, 2016.

Lehigh Valley Planning Commission/Lehigh Valley Transportation Study is an equal opportunity employer. Persons with a disability who need assistance with their application or that need this announcement in an alternative format, may call (610) 264-4544.