



Executive Coordinator

OUR MISSION: To be the catalyst for economic prosperity within our community.

OUR VISION: The Greater Topeka Region is internationally recognized as a vibrant, innovative, fun, diverse and healthy community.

The Greater Topeka Partnership seeks an outgoing, driven, community oriented **Executive Coordinator** who will be an integral member of the Greater Topeka Partnership team!

Salary of \$50,000 excellent benefits package and flexible work schedule.

Major duties include:

- Join the team that is moving Topeka forward and creating Momentum!
- The Executive Coordinator for the Greater Topeka Partnership is an integral part of the Partnership team partnering and supporting the SVP of Strategy and the SVP of Human Resources of the Greater Topeka Partnership.
- In this fun & fast-paced role the Executive Coordinator works side by side with these executives to move Topeka forward. No two days are ever alike in this flexible role.
- This position often has the opportunity to “manage up” as these two executives manage their days, weeks, schedules, and workloads. The executive coordinator helps things run smoothly for the Partnership while performing administrative leadership that includes calendar management, scheduling, providing administrative duties related to investor relations and membership activities. This position also has out-facing duties: attending events, organizing membership anniversary, facilitating ribbon cuttings, and serving as an ambassador to our new members.

A strong candidate will possess:

- Three (3) to four (4) years of relevant work experience is required.
- Strong computer and word processing skills, in particular Microsoft Word, Excel, and Outlook.
- Strong organizational and time-management skills.

- Ability to organize, multi-task, plan and set priorities with minimal supervision.
- Ability to work independently and in team settings.
- Ability to exercise good judgment with a strong attention to detail.
- Ability to work on a variety of tasks and to perform a variety of administrative duties, such as phoning, typing, scheduling/ calendaring, travel coordination, emailing, filing, and processing paperwork.
- Must have a reliable mode of transportation and the ability to run errands during work hours (mileage reimbursement provided).
- Commitment to the Topeka community expressed through active involvement.
- Passion for Topeka attractions and knowledge of community events.

The right candidate must be aligned with the Partnership’s Core Values, which run through every decision we make, every action we take:

DIVERSITY & INCLUSION – Our organization, like our community, is great when everyone has a voice that is heard and valued.

INTEGRITY – We place integrity at the forefront of all our decisions and will continue to build a team only of individuals who are dedicated to doing the right thing in a fair and honest way.

VISIONARY – The future starts today and the decisions we make shape tomorrow. We encourage and support creativity in our community and stay on the cutting edge of our industry’s standards.

PASSION FOR COMMUNITY – We love our community!

If you think YOU might be one, send a short cover letter including salary history and resume to Jessica Ohse at Jessica.Ohse@topekapartnership.com.

