

POSITION DESCRIPTION

Title: EXECUTIVE ASSISTANT

Reports to: Executive Director / Assistant Director

Department: Nantucket Land Bank Commission

GENERAL STATEMENT

Provides strong administrative and organizational support to the Executive Director and Assistant Director in all aspects of Land Bank administration. Assists with title research, advanced writing projects, and public outreach.

DUTIES AND RESPONSIBILITIES

1. Assists in the drafting of correspondence, policies, rules and regulations, annual reports, state filings, warrant articles, press releases, minutes, decisions and determinations of the Commission, and other writing projects as required. Performs title research, tracks legislative bills, and assists with keeping track of and following through with Commission directives. Provides organizational support with regard to acquisition files.
2. Develops, manages, and implements media and communications strategies to keep the community educated about Land Bank activities and initiatives. Drafts digital media content and manages website, production of quarterly newsletter, regular updating of social media accounts, public outreach projects and events. Assists as necessary with the production of signage for special projects.
3. Assists with procedural and substantive preparation for meetings of the Commission by collecting and assembling required documentation for Executive Session agenda. Performs research as necessary to present complete and accurate information required for Commission decision-making.
4. Communicates with professional consultants such as architects, contractors, surveyors, and attorneys on behalf of and in conjunction with the Executive Director and Assistant Director as assigned. Facilitates the communication of information between the Commission and staff.
5. Assists in the development of public bidding and procurement documents as assigned.
6. Manages seasonal property use requests and various public awareness/outreach projects.

CREDENTIALS AND EXPERIENCE

College degree required. At least three (3) years providing executive level administrative support preferred. Position requires an analytical capability together with strong research and writing skills and an advanced proficiency in the Microsoft Office Suite. Background in communications, legal studies, land conservation, land use planning or related field beneficial.

WORK HOURS AND COMPENSATION

The Executive Assistant works a minimum of 35 hours per week with additional hours required at evening Commission meetings twice/month. The work week is Monday through Friday during normal business hours. Compensation commensurate with education and experience.