



U.S. BLACK CHAMBERS, INC.
The National Voice of Black Business

Job Description - Executive Assistant

The U.S. Black Chambers is seeking an Executive Assistant to drive cross functional collaboration, process improvement, prioritization, KPI tracking in support of the organization. The ideal candidate is a problem solver with strong interpersonal skills, impeccable attention to detail, and technological savvy who enjoys developing and executing systems and processes that improve team efficiency and effectiveness. Additionally, this position should be equipped to support the leadership team to maintain the reputation of USBC nationally and throughout Washington, D.C.

Specifically, we are seeking a problem solver with excellent communication skills and impeccable attention to detail. The candidate must have previous experience working in a virtual office environment, performing administrative tasks, quality assurance, customer service and technical assistance. The ability to multitask, manage complex schedules, and meet changing deadlines is essential to the position. The ideal candidate will be expected to work cooperatively with internal and external members to track goals and enhance organizational effectiveness. The candidate will report to the Executive Manager.

Responsibilities

- Provide comprehensive executive and administrative assistance in setting and handling the priorities and the workflow of the President, as well as administrative coordination within and across the organization. This includes, but is not limited to, scheduling appointments, and coordinating travel, independently resolving scheduling conflicts, screening and prioritizing correspondence and monitoring activities to ensure appropriate follow-up.
- Support day-to-day office management and chamber engagement strategy for outreach, training and grassroots mobilization efforts on behalf of USBC.
- Support the executive team in managing external relationships with local governments, chamber members, associations and third parties to promote USBC's priorities.
- Respond to extensive and diverse external/internal inquiries and general requests for the leadership team in a timely and highly professional manner.
- Support supervisor in monitoring direct access to the President's time and office to conserve the President's time by reading, researching, collecting and analyzing information as needed, in advance.
- Track and monitor the team's progress against priorities as outlined by supervisor.

Preferred Qualifications

- Bachelor's degree or five years of executive administrative experience.
- Ability to establish and maintain positive working relationships with others, both internally and externally.
- Proficient with Microsoft Office Suite and G-Suite with aptitude to learn new software, databases and systems.
- Excellent verbal and written communication skills.
- Strong time-management skills and multitasking ability.

Company Overview

The U.S. Black Chambers, Inc. (USBC) is known as the "National Voice of Black Businesses" representing a network of 140 Black Chambers of Commerce across the nation. We are founded on our 5 Pillars of Advocacy, Access to Capital, Entrepreneurial Training, Contacting, and Chamber Development. We create resources and initiatives to support both Black Chambers and businesses to help move the nation's Black economic agenda forward. For immediate consideration, please submit your resume and cover letter to careers@usblackchambers.org.

Equal Opportunity Employer