Executive Assistant

Mississippi River Cities and Towns Initiative – St. Louis, MO 63103

Application Deadline: August 30, 2021 12pm cst

Position: part-time Executive Assistant

Job Purpose

The Mississippi River Cities and Towns Initiative

Our mission: Protecting America’s Greatest Natural Resource, the Mississippi River

About Us: Mississippi River Cities and Towns Initiative is 501(c)3 nonpartisan nonprofit Coalition of 75 of the 124 Mayors of the Mississippi River. The Mississippi River has long been the lifeblood of the American economy, and the greatest natural resource our nation has. Our Coalition of Mayors is dedicated to preserving and protecting this great waterway, its culture, and its heritage, while promoting growth within their regions. The Mississippi River taps a natural source of the longed-for integration of transportation, farming, industrial, municipal and environmental interests to launch lasting solutions to River management issues.

Job Description:

20-30 hours a week.
Job Tasks and Responsibilities:
- Answer and screen incoming calls and initiate contact or calls as requested
- Preparing and editing letters, reports, memos, and emails
- Managing the executive’s calendar, including making appointments and prioritizing the most sensitive matters
- Ordering office materials and supplies
- Collate and distribute mail
- Document material production
- Travel for events

Requirements:

Basic Proficiency in Microsoft Office, Word, and Email
If interested, reply with your resume.
Job Type: Part – time
Salary: 30,000 annual pay, no benefits

Experience:

☐ administrative: 1 year (Preferred)
☐ customer service: 1 year (Preferred)

Please submit your resume to Tiara Lumas, Operations Manager at tlumas@mrciti.org