



Job Posting #:	39FB01062025	Posting Type:	External
Job Title:	Executive Support Coordinator	Grade/Classification:	106/Exempt
Department:	Office of the President	Location:	Fredericksburg, VA

Job Description

OVERVIEW

The Executive Support Coordinator (ESC) will support the Office of the President and the Leadership Team, Board of Directors, and other staff in collaboration with and reporting to the Executive Assistant to the CEO and Board Assistant Secretary. The ESC will coordinate high-level scheduling, initiative management, and strategic communication. They will act as a liaison between C-Suite executives and various departments, ensuring priorities are met and operations run smoothly for REC and its affiliates. This role requires a high level of organization, producing quality results at a fast pace, a high degree of availability, confidentiality and discretion, and the ability to manage multiple tasks proactively. This job is best suited for a highly resourceful, independent self-starter that thrives in a dynamic environment.

ROLE AND RESPONSIBILITIES

- **Scheduling and Calendar Management:** Coordinate and maintain complex executive calendars, ensuring that appointments, meetings, and deadlines are efficiently scheduled and managed. Produce draft agendas for a variety of meetings.
- **Initiative Management:** Lead and manage key projects/initiatives, ensuring timely completion and alignment with organizational goals. Collaborate with different teams and departments to track progress and provide updates.
- **Strategic Communication:** Draft and develop communication on behalf of the Office of the President, including correspondence, internal memos, and other high-level communications. Ensure messages are clear, consistent, and strategically aligned with organizational priorities.
- **Content Development:** Assist in the preparation for various presentations, organization of speech content, and talking points for the President and other senior leaders, tailoring content to the audience and event objectives. Develop slides and content associated with presentation.
- **Liaison and Coordination:** Act as a support liaison with the executive office and other departments, ensuring alignment of priorities and facilitating the smooth flow of information across the organization.
- **Board and Executive Support:** Provide supplemental administrative support for the Board meetings and events. This work can range daily from very basic tasks to high level strategic collaboration.
- Ensure electronic task management and ensure all key action items are tracked and followed up on.
- **Confidentiality and Discretion:** Handle sensitive information with the utmost discretion and maintain confidentiality at all times.
- Significant and varied other duties as assigned.

QUALIFICATIONS AND EDUCATION REQUIREMENTS

An Associates Degree in Business Administration or related field strongly preferred with preference for Bachelor's Degree. Other unique business experience/certifications may be considered in substitution, provided they demonstrate the necessary skills and qualifications for the position.

The Executive Support Coordinator should have at least 2-4 years of general office experience with progressively increasing administrative responsibilities. Support to a Board of Directors is strongly preferred. Must be a highly motivated and resourceful self-starter capable of working independently while maintaining good team relations; all while maintaining high professional standards, demonstrating discretion and ensuring confidentiality.

Responsibilities will include creating and editing presentations for the CEO office, often requiring research and analysis designed for both internal and external audiences. The ESC will also serve as a facilitator for team meetings, ensuring content flow and follow-through on action items. Prepare expense reports and process invoices for payment.

Additional duties include booking and managing executive travel arrangements, including flight bookings, hotel accommodations, ground transportation, and itinerary management., handling. secretarial tasks include mail processing, answering telephones, and coordinating appointments and maintaining an effective filing system for Executive Management.

Execute special projects, investigations, and research for consideration by Executive Management. This includes gathering and analyzing data from various areas of the Cooperative. Designs reports, and compile data to determine whether department or corporate goals are being achieved. Become proficient in new corporate software to support Executive Management and act as a resource to help others to understand and fully utilize such software.

Superior planning, organizational, detail orientation, oral and written communication skills. Proficient in contemporary technology, including Apple iOS and trending technologies relevant to the role. Work experience or education where responsibilities, skills, and knowledge have progressively and diversely increased is required.

Strong writing and speechwriting abilities, including content development for speeches, internal communications, and high-level presentations, are essential. Experience in executive-level administrative or project management support is highly desired.

Skilled in interacting and collaborating with all levels of an organization including Board members as well as external business associates while representing the Office of the President with the utmost professionalism and integrity. The role requires the ability to work under deadlines, manage multiple projects, and maintain strict confidentiality. Proficiency in grammar, writing, proofreading and technology are essential skills to support the day-to-day office operations.

This primarily office-based role may require extra hours, occasionally without prior notice, as well as travel to meetings, seminars, and conferences, including overnight stays. The coordinator will primarily be an inside position with the usual office conditions; however, extra hours are required from time to time, sometimes without prior notice, as well as travel to meetings, seminars, and conferences. Overnight travel is sometimes necessary. Subject to work at all hours during emergency conditions, including storm restoration. Safety and security minded with ability to operate a Cooperative vehicle.

HOW TO APPLY

Internal Applicants: Interested parties should submit an internal application via the HR HUB OR resume via rech@myrec.coop.

Applicants: Use our <https://www.myrec.coop/careers> to apply for the opportunity. Please indicate the Job Posting ID #39FB01062025

Deadline: Open Until Filled

*The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not intended to be construed as a complete list of all responsibilities, duties, and skills required of personnel so classified.