Strategy and Operations Liaison

The Strategy and Operations Liaison (SOL) is a member of the executive team and one of the CEO's closest operational partners. The SOL produces polished written work and reliable technical support for the executive office and will serve as the primary liaison between the CEO and external constituents, including the Board of Directors, and will manage the executive's priorities.

Who Will Thrive: An amiable, organized critical thinker and effective communicator who builds trust with our team and our stakeholders including board members, elected officials, employers, and community partners, and stays steady under pressure will thrive.

Classification and Reporting: This full-time, exempt professional will report directly to the Chief Executive Officer.

Compensation: ($61,184.00 - $82,500.00)

Core Duties:

- Executive Support
  - Aligns and manages the CEO's priorities to optimize focus, efficiency and conflict avoidance;
  - Ensures commitments are achieved;
  - Coordinates with office manager on events.

- Stakeholder Liaison
  - Serves as the main point of contact for agency stakeholders;
  - Coordinates headquarters and board of director meeting agendas, packets, minutes and follow-ups;
  - Prepares briefing materials;
  - Manages stakeholder records, rosters and by-laws;
  - Supports compliance with Texas open meetings act and Texas Workforce Commission (TWC) governance;
  - Manages confidential stakeholder matters and sensitive information using sound discretion and judgement.

- Communications & Writing
  - Authors, drafts and edits correspondence, talking points, remarks, presentations, reports and board communications in the CEO's voice;
  - Collaborates with team to author and edit agency presentations and meeting documents;
  - Reviews documents from across the agency for accuracy and quality;
  - Coordinates with the Director of Communications for press, and stakeholder communications;
  - Authors and transcribes internal and external meeting notes.

- Operations & Special Projects
  - Produces polished reports utilizing MS Office and other agency systems/softwares;
  - Manages the tools needed to maintain the executive office;

- Manages the CEO's travel and professional commitments in collaboration with the Office Manager;
- Maintains confidential executive files;
- Leads special projects assigned by the CEO;
- Performs other duties as assigned.

Required Qualifications

Bachelor's Degree from an accredited college or university;
Minimum of three (3) years professional work experience in executive support, board or board governance in the public or private sector

Preferred Qualifications & Skills

- Familiarity with the Texas Opens Meetings Act & TWC governance,
- Project management skills;
- Critical thinking skills;
- Superb writing skills;
- Advanced proficiency in Microsoft 365 and other appropriate work and calendar management software;
- Strong ability to learn new digital tools including presentation software (Prezi, Canva, PowerPoint, etc);
- Demonstrated comfort engaging with executives & elected officials;
- Comfort with analyzing and synthesizing data;
- Interpersonal;
- Multilingual preferred.