

Job Title	Executive Assistant
Short Description	This part time position provides support to the President and to serve as the liaison to the Board of Directors.
Full Description	<p>Essential Functions and Responsibilities:</p> <ul style="list-style-type: none"> -Coordinates arrangements for Board of Directors. Arranges for reservation of meeting rooms, meals, and necessary technology. Communicates with Board members regarding dates, locations, and times of Board and Committee meetings. -Provides confidential administrative support to the President. -Keeps all records, minutes, and agendas relating to event and activity planning/implementation, including Board Strategic Planning Symposium and Social Events.
Education	A high school education or GED
Additional Comments	Previous event planning is preferred. Attention to detail and multi-task experience is preferred.
Credit Union	Legacy Community Federal Credit Union
State	Alabama
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Expiration Date	06/30/2023