

<b>Job Title</b>	Executive Manager
<b>Short Description</b>	This position is responsible for providing confidential administrative support to the President/CEO. This position also coordinates arrangements for our Board of Directors and Committees.
<b>Full Description</b>	<p>Role: To control and manage administrative and other assigned functions for the President, making it possible for the President to focus on other matters associated with directing the Credit Union.</p> <p>Essential Functions &amp; Responsibilities:</p> <ul style="list-style-type: none"> <li>-Coordinates arrangements for Board of Directors, Committees, and other meetings. Arranges for reservation of meeting rooms, meals, and necessary technology. Communicates with Board members regarding dates, locations, and times of Board and Committee meetings.</li> <li>-Provides confidential administrative support to the President. Coordinates meetings and makes travel and lodging arrangements for the President and others within the Credit Union.</li> <li>-Keeps all records, minutes, and agendas relating to event and activity planning/implementation, including Board Strategic Planning Symposium, Service Awards, Social Events, and All Management Meetings.</li> <li>-Prepares facility rental arrangements and coordinates communication with event vendors and product supplies.</li> <li>-Responsible for event budget processing and monitoring of expenses.</li> <li>-Screens incoming mail, publications, and other correspondence.</li> <li>-Maintains the President's daily appointment calendar.</li> <li>-Performs other related duties as assigned.</li> </ul>
<b>Education</b>	Two-year college degree
<b>Additional Comments</b>	Previous event planning is preferred. Attention to detail and multi-task experience is preferred.
<b>Credit Union</b>	Legacy Community Federal Credit Union
<b>State</b>	Alabama
<b>Contact Name</b>	Rebekah Thebo
<b>Email</b>	rthebo@legacycreditunion.com
<b>Phone</b>	205-930-5028
<b>Fax</b>	205-918-1419
<b>Expiration Date</b>	10/31/2022