



Senior Executive Assistant & Assistant Board Secretary Cortex Innovation District

POSITION SUMMARY

Cortex is seeking a highly organized and detail-oriented individual to fill the role of **Senior Executive Assistant and Assistant Board Secretary (SEA)**. The successful candidate will be responsible for providing administrative and project support primarily to the CEO and occasionally other senior leadership team members, while also managing all Board of Director-related activities. This dual role requires someone who has exceptional organizational skills, thrives in ambiguity, pays close attention to detail, is highly proactive, and demonstrates the ability to handle sensitive information.

Cortex believes its success is of vital importance to the future growth and prosperity of the St. Louis region, and seeks a committed individual who shares this vision, who desires to make a difference, and who wants to be part of a transformative organization. The SES will work closely with all Cortex staff, board members, partner organizations, and the general public to ensure each has a high-quality experience working with Cortex.

CORTEX INNOVATION DISTRICT

Cortex creates space for innovators from a diversity of backgrounds to transform ideas into solutions. Weaving together people, places, and organizations, Cortex accelerates inclusive economic growth in the St. Louis region. Cortex creates equitable economic impacts by leveraging high-quality facilities, developing programs that build knowledge and networks, and convening strategic partnerships that attract and support emerging and established companies. Founded in 2002 through a collaboration of Washington University in St. Louis, BJC HealthCare, the University of Missouri – St. Louis, Saint Louis University, and the Missouri Botanical Garden, the Cortex Innovation District (CortexSTL.org) is an internationally recognized hub of innovation and entrepreneurship that is focused on accelerating inclusive economic growth in St. Louis.

Cortex's mission is to advance inclusive economic growth in the St. Louis region. Cortex's 5-year strategic plan can be found [on our website](#).

REPORTING STRUCTURE

Reports to: Vice President, Organizational Effectiveness
Direct reports: None
Collaborates with: Other Cortex staff, Board of Directors, partner organizations, vendors, members of the public



POSITION RESPONSIBILITIES. This position will advance our mission by:

Executive Assistant Duties:

- **Calendar Management:** Coordinate and manage appointments, meetings, and travel arrangements for members of Senior Leadership Team (4 total).
- **Communication:** Handle incoming and outgoing correspondence, emails, and phone calls, and respond to inquiries as appropriate.
- **Document Management:** Create, format, and proofread documents, reports, and presentations.
- **General Administrative Tasks:** Perform general administrative tasks to support various departments within the organization, including scheduling and organizing team-wide meetings.
- **Project Management:** Complete assigned projects that improve the organization of critical Cortex documents with accuracy.

Assistant Board Secretary Duties:

- **Board Meeting Coordination:** Schedule and coordinate board meetings, including location, agenda preparation, and distribution of meeting materials.
- **Meeting Minutes:** Attend board and committee meetings, record accurate and concise meeting minutes, and distribute those minutes in a timely manner.
- **Board Communications:** Serve as a point of contact between the board, management, and external stakeholders.
- **Board Governance:** Ensure compliance with legal and regulatory requirements and facilitate board governance best practices.
- **Board Development:** Assist in the orientation and development of board members.
- **Records Management:** Maintain board-related documents, including bylaws, policies, minutes, and resolutions.
- **Confidentiality:** Handle sensitive board-related information with discretion and professionalism.
- Other duties that may be assigned.

SKILLS, ABILITIES AND ATTITUDE. *While we do not expect all applicants to have all the following characteristics; we are hoping for a mix of:*

- Proven experience successfully executing executive assistant and board secretary duties.
- Strong organizational skills and attention to detail.
- Excellent written and verbal communication skills.
- Ability to maintain sensitive and confidential information.
- Proficiency in Microsoft Office (Outlook, Excel, Teams, Sharepoint).
- Demonstrated budget-management skills.
- Highly developed emotional intelligence as evidenced by being able to interact with a diversity of personalities and working styles.



- Willingness to actively grow as a professional.
- Demonstrated ability to navigate uncertain and frequently changing situations.
- Ability to make decisions and proactively solve problems.
- The confidence to represent Cortex in public forums.
- Commitment to participating in team learning around diversity, inclusion and equity.
- A passion for an impactful mission.

PREFERED QUALIFICATIONS

- Knowledge of board governance best practices.
- Experience working with current Cortex online platforms including Insperity, monday.com, Sage Intaact and/or Gorilla Expense.

DIVERSITY, INCLUSION AND EQUITY

Cortex actively seeks to increase diversity of its workforce. Cortex is an Equal Employment Opportunity (EEO) employer and does not discriminate on the basis of race, color, national origin, religion, gender, age, veteran status, political affiliation, sexual orientation, marital status or disability (in compliance with the Americans with Disabilities Act) with respect to employment opportunities.

COMPENSATION

The hiring range for this position is \$60,000-\$65,000. Cortex employees also receive a benefits package that includes health insurance, 10 holidays, 20 days of PTO a year, 10% 401K matching after 6 months, professional development support, and others. Work location is primarily in-person in the Cortex Innovation District, with the ability to occasionally work remotely as needed.

RESUME SUBMISSIONS

Please submit a letter of interest and resume to resumes@cortexstl.org. In the letter of interest, be sure to include information about experience with project coordination, comfort with technology and past responsibilities working with a board of directors. We will interview until we fill the position but prefer a submission date of **August 30, 2024**.