



Southwest Tennessee Electric
MEMBERSHIP CORPORATION

Job Title:	Executive Assistant	FLSA Status:	Non-Exempt/Hourly
Reports to:	President & CEO	Pay:	Negotiable
Training:	Provided	Travel Required:	Occasional travel required
Position Type:	Full-Time	Date Posted:	March 30, 2026
Location Type:	In-Office	Posting Expires:	April 13, 2026
Location:	Corporate Headquarters 1009 East Main Street Brownsville, TN 38012		

Applications Accepted By:

EMAIL:

To: atipton@stemc.com
Subject: Executive Assistant Application

ONLINE:

www.stemc.com/careers

Job Description

POSITION SUMMARY

The Executive Assistant provides high-level administrative support to the Executive Team and Board of Directors. This role is responsible for coordinating board activities, managing executive schedules, preparing board materials, and ensuring effective meetings and organizational processes. The Executive Assistant maintains strict confidentiality, communicates clearly, fosters positive relations, and supports efficient operations across the organization.

ROLES AND RESPONSIBILITIES

Board Support

- Schedule and coordinate all Board travel, including lodging, transportation, itineraries, and related documentation.
- Set up and prepare for Board meetings, ensuring all materials, technology, room arrangements, and confidential documents are in place.
- Create, maintain, and distribute the annual Board calendar, including meeting dates, deadlines, retreats, and special events.
- Prepare and distribute Board packets, agendas, meeting notices, and supporting materials.
- Maintain accurate Board records, minutes, correspondence, and confidential files.
- Serve as the primary administrative contact for Board members regarding scheduling, logistics, and meeting preparation.

Executive-Level Administrative Support

- Manage executive calendars and coordinate internal and external meetings.
- Prepare reports, presentations, correspondence, and other documentation as needed.
- Coordinate executive travel and processed expense reports.
- Screen, prioritize, and route communications on behalf of executive leadership.
- Maintain a high degree of confidentiality, professionalism, and discretion at all times.

Meeting & Event Coordination

- Organize logistics for internal and external meetings, including catering, room setup, technology needs, and guest coordination.
- Track deadlines, follow-up items, and action steps to support executive and Board functions.

Administrative & Operational Support

- Assist with special projects, leadership initiatives, and administrative tasks as assigned.
- Support smooth office operations and provide general administrative assistance when needed.

PHYSICAL REQUIREMENTS

1. Ability to operate a motor vehicle
2. Sit/stand for long periods of time
3. Walk long distances

QUALIFICATIONS AND EDUCATION REQUIREMENTS

- Bachelor's Degree required (Business Administration is preferred).
- Strong attention to detail.
- Excellent organizational skills with the ability to manage multiple priorities and meet deadlines.
- Strong written and verbal communication skills.
- Professional demeanor and the ability to interact effectively with executives, directors, employees, and external partners.
- Proficiency in Microsoft Office Suites and general office technology.
- Ability to work independently, exercise sound judgement, and maintain strict confidentiality.

BENEFITS

Full-time employees will receive an excellent benefits package, including health, dental, life, and long-term disability insurance, as well as 401(k) participation, paid vacation, sick leave, and holidays

IMPORTANT

This position description is not intended to be all-inclusive; other duties may be required as assigned. STEMC reserves the right to revise this position description as needed. This position description does not constitute a written or implied contract of employment.

Employment is contingent upon successful completion of employment authorization verification under Tennessee law.

Southwest Tennessee Electric Membership Corporation is an equal opportunity employer. We do not discriminate on the basis of race, color, religion, sex, national origin, age, disability, or any other status protected by applicable law.

Southwest Tennessee Electric Membership Corporation participates in Tennessee's Drug-Free Workplace Program. Applicants will be required to submit to pre-employment drug testing.

Effective Date	03/25/2026
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