



MAINE TURNPIKE AUTHORITY Job Description

Job Title: Executive Leadership Strategic Coordinator
Department: Administration
Pay Range: Management/Confidential 18
FLSA Status: Exempt
Reports To: Executive Director

Position Summary

The Executive Leadership Strategic Coordinator serves as a central operational, strategic, and administrative support resource for the C-Suite. This position is responsible for coordinating executive priorities, supporting cross-departmental initiatives, improving organizational workflows, and assisting with strategic operational planning across the organization.

The role acts as a liaison between executive leadership, departments, and administrative support staff to coordinate organizational priorities, capital initiatives, operational objectives, and workforce-related efforts. The position supports strategic initiatives, asset management coordination, reserve maintenance (RM) tracking, employee engagement efforts, and organizational process improvements to enhance operational efficiency, communication, and collaboration across departments.

Essential Job Functions

These functions reflect management's assignment of essential duties; it does not prescribe or restrict all the tasks that may be assigned.

Executive Leadership Support

- Coordinate and track strategic initiatives assigned by the Executive Leadership Team
- Prepare executive briefings, reports, meeting agendas, and presentation materials
- Facilitate follow-up on executive action items and organizational priorities
- Support long-range planning and organizational goal tracking
- Assist in preparation of Board materials, leadership reports, and strategic planning documentation
- Maintain confidentiality and professionalism in handling sensitive organizational matters

Organizational Coordination

- Serve as a liaison between executive leadership and departments
- Coordinate cross-functional projects and organizational initiatives
- Improve communication flow between departments and executive leadership
- Assist with implementation of organizational process improvements
- Monitor and report on progress toward strategic objectives and departmental initiatives

Asset Management & Financial Coordination

- Coordinate administrative and operational support related to reserve maintenance (RM) deposits and asset management activities
- Assist Finance and Engineering departments with tracking, reporting, and documentation related to capital assets, infrastructure investments, and maintenance programs
- Support coordination of asset management planning, project prioritization, and lifecycle tracking initiatives
- Facilitate communication between Engineering, Finance, and executive leadership regarding asset management data, project status, and funding coordination
- Assist in maintaining accurate documentation and reporting for infrastructure, maintenance, and capital planning programs
- Support development of standardized workflows and reporting processes related to organizational asset management systems



Employee Relations & Organizational Support

- Assist with coordination of internal employee relations and employee engagement initiatives
- Support employee recognition and workplace engagement initiatives
- Support organizational communications and distribution of operational updates, policies, and leadership messaging
- Coordinate logistics and administrative support for internal meetings, employee events, and leadership initiatives
- Assist leadership with organizational coordination efforts that promote collaboration, communication, and operational consistency across departments
- Assist departments with maintaining consistency in administrative procedures and employee-related operational workflows
- Support organizational change management and internal transition initiatives
- Maintain confidentiality regarding sensitive organizational and personnel-related matters

Operational Improvement & Process Management

- Identify opportunities for workflow improvement and administrative efficiencies
- Assist in evaluating tasks suitable for automation or reassignment
- Help eliminate redundant or outdated administrative processes
- Coordinate implementation of standardized workflows and reporting systems
- Support operational modernization initiatives and organizational restructuring efforts

Administrative Support Coordination

- Assist in coordinating administrative support functions across departments
- Support workload balancing and task delegation initiatives
- Help align administrative resources with organizational priorities
- Work collaboratively with Engineering and Operations staff to reduce non-essential administrative burdens on technical personnel
- Assist in standardizing administrative procedures and internal coordination processes

Project & Initiative Tracking

- Maintain organizational dashboards, tracking systems, and status reports
- Coordinate timelines, milestones, and accountability measures for strategic initiatives
- Monitor deliverables and ensure timely follow-up on assigned projects
- Support departments with project coordination and implementation activities
- Additional tasks as assigned

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. Reasonable accommodation under applicable law may be made to enable qualified individuals to perform these essential functions.

Supervisory Responsibilities

- Supervises the daily work of and evaluates Receptionists and any Administrative Assistants that may be hired.
- Ensures that the responsibilities, authorities, and accountability of all subordinates are defined and understood.



Position Qualifications

Education & Experience

- Bachelor's degree or equivalent experience in Business Administration, Public Administration, Organizational Leadership, Communications, Management, or related field preferred
- Five (5) years of progressively responsible experience in executive support, operations, administration, project coordination, organizational management, employee relations coordination, or related field
- Experience working with executive leadership teams preferred
- Experience supporting engineering, infrastructure, transportation, public sector, operational organizations, or organizational administration desirable
- Familiarity with asset management coordination, capital planning, reserve maintenance tracking, or engineering/finance coordination processes preferred

Knowledge, Skills, and Abilities

- Strong organizational and project coordination skills
- Excellent written and verbal communication abilities
- Ability to manage multiple priorities simultaneously
- Strong analytical and problem-solving skills
- Ability to maintain confidentiality and professionalism
- Strong interpersonal and relationship-building skills
- Ability to work independently and collaboratively across departments
- Strong attention to detail and follow-through
- Proficiency with Microsoft Office Suite and organizational/project management software
- Ability to learn and support workflow automation and process improvement systems
- Experience with reporting dashboards, document management systems, and data tracking tools preferred