



Executive Assistant/Special Project Manager North Shore, MA

Why Work at North Shore CDC?

North Shore Community Development Coalition (NSCDC) is a regional, nonprofit organization committed to investing in neighborhoods to create thriving communities. We envision a North Shore where every neighborhood is one of choice and opportunity. Our neighborhood revitalization model focuses on projects that have lasting benefits for entire neighborhoods with need-based programs that build future city leaders and self-sufficient residents. Our diverse staff are passionate and committed to helping our communities thrive and grow. **We offer extremely competitive benefits including funding for professional development, as well as a full suite of healthcare benefits, generous paid time-off, flexible work hours and more.**

We are seeking a full-time Executive Assistant/ Special Project Manager that will be a great communicator, motivated self-starter with an entrepreneurial spirit. The central purpose of this position is to create a context for maximum efficiency and responsiveness for the Chief Executive Officer (CEO) and Chief Program Officer (CPO). He/she/they will also provide skilled support on a variety of strategically important special projects related to the organization. This position also serves the needs of the Board of Directors by supporting the CEO & CPO in their engagement of the Board. The person in this role must be flexible, highly organized, and customer-service oriented. He/she/they must also have strong project management skills and sound judgement.

Specific Duties

- Manage the CEO and CPO's calendars; responsible for coordinating and scheduling internal and external meetings.
- Maintain the upmost discretion regarding confidential information that passes through the Executive Office.
- Research, prioritize, and follow up on incoming issues and concerns addressed to the Executive Office, including those of a sensitive or confidential nature.
- Manage relationships with internal staff, senior managers, and external partners, demonstrating leadership to maintain credibility, trust, and support.
- Manage CEO and CPO's email inboxes using a system to identify and prioritize missed correspondence.
- Organize CEO and CPO's monthly financial documents including, but not limited to invoices and check requests for submission to the Fiscal Department and tracking for grants.
- Oversee the data entry system and ensure data integrity. Monitoring the system to ensure it is being used properly and triaging questions or issues that arise directly account support.

- Provide administrative support on slack, including setting reminders, creating new channels, etc.
- Prepare critical meeting materials in preparation for internal and external meetings/conferences, including agendas, schedules, handouts, presentations, etc.
- Coordinate/oversee the coordination of travel & accommodations for external meetings and the logistics for internal meetings.
- Write, edit, and format reports, letters, and emails as assigned; take on special writing projects as appropriate.
- Collect, track, send reminders, and follow up on monthly reports from members of Senior Management.
- Schedule monthly Board of Directors meetings, prepare and distribute meeting materials, manage communication & logistics, and take minutes.
- Other duties as needed.
- Support CEO to act as the day to day liaison to the volunteer Board of Directors.
- Work with Executive Leadership & Board of Directors to implement a comprehensive strategic planning process over the course of 2021-2022.

Qualifications

- Associates degree and at least 5 years' experience (or equivalent) as an Executive Assistant or Administrative Assistant for senior management
- Good judgment, discretion, confidentiality, and ability to relate well and function as a role model and occasional problem-solver for other administrative staff throughout the organization.
- Ability to prioritize appropriately and manage a large volume of work information and communications, meeting deadlines, and complex projects.
- Experience working in a multi-cultural community and building strong cross cultural working relationships, being sensitive to various points of view.
- Strong written and verbal communication skills.
- Ability to function under time pressure, work quickly, and multi-task.
- Responsive, friendly, with strong interpersonal and customer service skills.
- Computer proficiency particularly in Microsoft Office Products including PowerPoint and Excel. Experience with Google Suite, Slack, and video conferencing preferred.
- Down-to-earth, hard-working, with a good sense of humor, and respect for all.
- Spanish language skills preferred, but not required.

To Apply/ More Information:

Submit a cover letter and resume to Jason Pina, COO by email at HR@northshorecdc.org. Please specify "Executive Assistant/ Special Projects Manager" in the subject line.