



IRONBOUND COMMUNITY CORPORATION

Job Description Form

Program Name:	Admin		
Job Location:	317 Elm Street		
Job Title:	Executive Assistant		
Reports to:	Vicky Hernandez, Hazel Applewhite & Maria Lopez-Nunez	Title:	ED, CFO, Deputy Director

Hours:	FLSA Status	Type of position:	Other comments:
	<input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Nonexempt	<input checked="" type="checkbox"/> Full-time <input type="checkbox"/> Consultant/Contractor <input type="checkbox"/> Part-time <input type="checkbox"/> Intern	

JOB DUTIES

The Ironbound Community Corporation (ICC) is a 50+ year nonprofit organization whose mission is to engage and empower individuals, families and groups in realizing their aspirations and, together, work to create a just, vibrant and sustainable community. ICC strives to address the needs of our diverse, multi-lingual, multi-cultural community. Today, ICC serves more than 1,000 children and families every day with a wide range of programs and services. ICC also strengthens communities through advocacy, neighborhood organizing, and community development initiatives.

The Ironbound Community Corporation Executive Assistant is responsible for providing high-level administrative support to ICC's Executive Leadership Team including the Executive Director, the CFO and the Deputy Director. The person must be professionally savvy and a quick thinker with a "get it done....what's next?" outlook and must thrive on a challenge. She/he must be able to handle a fast-pace environment, multitasking with exceptional follow up skills and dedication to the task at hand.

ROLES AND RESPONSIBILITIES

Administrative

- Coordinating calendars for Executive Leadership Team. Includes scheduling; monitoring for conflicts and re-scheduling as needed, confirmation of meeting location or meeting links, ensuring sufficient travel time as necessary.
- Maintains communications including drafting email, letters and documents collecting and analyzing information.
- Complete credit card reconciliations, check requests and expense reports for the Executive Team Members.
- Makes travel arrangements as needed.
- Plans, organizes, maintains and updates a variety of files, records and databases.
- Check Emails with purpose of responding to requests for meetings, elevating urgent emails requiring immediate response, and responding on behalf of Exec Team member when appropriate.
- Check voicemails. Refer calls as appropriate to relevant staff members, elevate for response to Exec Team member, including call scheduling as needed.
- Record keeping of important and sensitive info. (e.g. legal matters, or donor contracts, donor commitment letters, proposals, etc.) Disseminating information to appropriate ICC parties.
- Coordinate execution of contracts, and other documents that need review and signature. This includes reviewing contracts, ensuring signature of ED is obtained, sharing executed contract with fiscal and relevant party.
- Support completion and review of timesheets.
- Ensure ED and CFO approve SCP forms and related HR documents.

Meetings

- Manages logistics for meetings: time, place, refreshments, etc.
- Assist the Executive team in tracking assigned responsibilities and follow up meetings.
- Manages internal administrative meetings and staff/program meetings.
- Support coordination of staff meetings including calendaring of meetings, and supporting items needed for the meetings.
- Support coordination of staff related activities, as requested.
- Assist with external events, as requested by Executive Team Members.

Development

- Assembly of proposals, as requested.
- Update the donor database.
- Draft and mail donor acknowledgement letters.
- Ensure execution of donor contracts and internal/external distribution;
- File contracts and donor communications in shared drive.
- Assist with events as directed by Executive team.

Board Relations

- Work with the Executive Director to coordinate Board activities.
- Prepares documents, etc. for Board and Administrative meetings.
- Collects and compiles various reports from departments for distribution and for the Board meetings.
- Coordinates preparation of records such as agendas, notices, minutes and resolutions for Board meetings.
- Scheduling and coordination of board and committee meetings.
- Tracking attendance for meetings.
- Maintains board records.
- Maintains Board contact lists and Board page on ICC website.

General

- Works on special projects and other duties as assigned.

JOB SPECIFICATIONS OR QUALIFICATIONS, SPECIAL WORKING CONDITIONS

- At least 5 years of Executive Assistant experience supporting senior leadership in an organization.
- Excellent writing and verbal communications skills.
- Must be detail oriented.
- Ability to maintain confidentiality on all matters.
- Must be proficient in Microsoft Office applications and internet surfing/communications applications.
- Requires discretion, judgment, tact, and poise with considerable latitude and flexibility in carrying out assigned tasks.
- Ability to maintain confidentiality and credibility at all times.
- Must be a self-starter, able to work independently.
- Ability to prepare and write routine reports and correspondence.
- Must be able to take the initiative and research issues as needed to gain a fuller understanding of matters at hand and provide support as needed.
- Versatility, flexibility and a willingness to work within constantly changing priorities with enthusiasm and effectively manage priorities and workflow.
- Need to possess a high level of interpersonal relationship skills.
- Must have prior dealings and successful interactions with Management/Executives across all levels, including Board members and donors.

ICC is an Equal Opportunity Employer and is committed to further building and maintaining a staff that reflects the full range and diversity of our community. We are looking for a diverse applicant pool and strongly encourage women of color, persons with disabilities, immigrants, members of the LGBTQ community, and people from low-income and working class backgrounds to apply.

If interested, please send a resume, cover letter and salary requirements to ExecutiveAssistantSearch@ironboundcc.org with the subject line "Executive Assistant."

Submissions without cover letters (expression of interest) will not be considered.