



**IRONBOUND COMMUNITY CORPORATION**

Job Description Form

Program Name:	Admin		
Job Location:	317 Elm Street Newark, NJ 07105		
Job Title:	Executive Assistant		
Reports to:	Hazel Applewhite	Title:	Chief Executive Officer

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.

**ROLES AND RESPONSIBILITIES**

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.

**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.

### **Core Values**

ICC is animated by a core group of values, including mutual respect, empathy, fairness and transparency, commitment to excellence, and accountability.

**Mutual Respect:** We accept the importance of each person's rights, customs and wishes. We are courteous and supportive in all of our interactions with clients and colleagues.

**Empathy:** We strive to understand what others are experiencing and feeling by trying to see things from their perspectives. We are willing to give our time and energy to the community and are constantly searching for ways to improve the lives of those we serve.

**Fairness and Transparency:** We are committed to authentic, two-way communication, willing to listen without judgment and, with respect, express our point of view. We cherish diversity and inclusiveness, embracing the community with its input and feedback.

**Commitment to Excellence:** We provide the highest quality service possible, earning trust and exceeding expectations. We continuously learn from experience. We approach challenges with creativity and flexibility.

**Accountability:** We are responsible for the quality and outcomes of the programs we provide, for explaining why deviations from reasonable expectations may have occurred, and for responding responsibly at all times, especially when errors in behavior or judgment have happened.

**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. Not only do we embrace and celebrate the diversity of our community members, but we also strive for the same in our employees. ICC is committed to equal employment opportunity regardless of race, color, ethnicity, ancestry, religion, national origin, gender, sex, gender identity or expression, sexual orientation, age, citizenship, marital or parental status, disability, veteran status, or other class protected by applicable law. 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.

Salary range is **(insert salary range/hourly)** commensurate with experience. ICC offers a competitive compensation package including health benefits, generous time off policy, and 403(b) plan. Remote work option available for this position.

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