- **IRONBOUND COMMUNITY CORPORATION**
  Job Description Form

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

Hours:	FLSA Status	Type of position:	Other comments:
	☒ Exempt ☐ Nonexempt	☒ Full-time ☐ Consultant/Contractor ☐ Part-time ☐ Intern	

JOB DUTIES

The Ironbound Community Corporation (ICC) is a 55+ 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 to CEO is responsible for providing high-level administrative support to ICC's CEO. 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-paced environment, multitasking with exceptional follow up skills and dedication to the task at hand.

Executive Support & Administration

- Manage CEO's complex calendar, including scheduling, conflict resolution related to calendar and meeting times, and travel time coordination
- Screen and prioritize emails and voicemails, responding on CEO's behalf when appropriate
- Draft correspondence, documents, and communications
- Process expense reports, credit card reconciliations, and check requests
- Arrange domestic and international travel
- Maintain confidential files, records, and databases

Contract & Document Management

- Coordinate contract execution and signature processes
- Review and track legal documents, donor agreements, and proposals
- Distribute executed contracts to appropriate departments
- Maintain organized records of sensitive materials
- Support timesheet completion and HR document approvals

Meeting & Event Coordination

- Schedule and coordinate logistics for internal and external meetings
- Prepare meeting materials, agendas, and refreshments
- Track action items and follow up on deliverables
- Support staff meetings and company events
- Attend meetings to provide administrative support as directed by CEO

Development Support

- Assemble funding proposals and grant applications
- Administrative support with donor data base and acknowledgement letters
- Draft and distribute donor correspondence
- File donor contracts and communications
- Provide event support during fundraising activities

Board Relations

- Partner with CEO on board activities
- Prepare board meeting materials, agendas, and minutes
- Collect and compile departmental reports
- Schedule board and committee meetings
- Track meeting attendance and maintain board records

General

- Other duties as assigned by CEO

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.