



Position: Executive Assistant
Program/Department: Administration
Reports to: Chief Operating Officer
Work Location: 285 Schermerhorn
Hours: Full Time

Position Summary:

The Executive Assistant to the COO provides a variety of executive level and confidential administrative responsibilities which include: internal and external communications, human resources support, incident review processing, scheduling for COO and other office duties. This position interacts professionally with board members, staff, donors, general public and constituents. Proficient in Microsoft Office (Outlook, Word, Excel etc.) and PowerPoint, the assistant will take on special projects from time to time that require these as well as project management skills

Responsibilities:

- Assist COO with management of relationships with Board of Directors and Division/Program Directors. Coordinate preparation for meetings and calls. Prepare and edit briefing memos, attend meetings as needed, and implement and track post-meeting follow-up activities.
- Coordinate COO's schedule, setting up and confirming all meetings and calls, both external and internal. Manage and maintain appointment calendar and meeting schedule in consultation with COO.
- Monitor and prompt staff with the submission of monthly, quarterly and annual reports.
- Assist with credit card, petty cash and other account reconciliation process.
- Track priority projects and initiatives, ensure completion of deadline work and assist staff in resolving issues.
- Draft and prepare internal and external communications, including letters, agendas and presentation materials.
- Prepare reports, spreadsheets, Power Point presentations and other materials, as assigned.
- Manage/participate in special projects as assigned by COO.
- Participate in Incident review process.
- Assist General Council with minor administrative tasks.
- Provide administrative support to the COO, e.g., screen incoming telephone calls, manage/direct incoming correspondence, compose/prepare correspondence, copy/transmit documents, and order supplies.
- Other duties as assigned.

Qualifications:

- Excellent writing, editing and verbal communications skills, as well as excellent interpersonal, organizational, administrative and research skills. Advanced familiarity with Microsoft Office Suite (Word, Excel, Power Point, Vizio and Publisher).
- Proven ability to interact and communicate effectively with a diverse group of colleagues, Board members, funders, public officials and members of the public. Demonstrated ability to set and execute priorities, function well under pressure and work both independently and as part of a team.
- Associate's Degree (minimum). Preference will be given for experience in fundraising, campaign work (including political campaigns) and nonprofit organizations. Strong knowledge base concerning Brooklyn is also a plus.



Brooklyn Community Services

- Significant evening and weekend work may occasionally be required.

Contact:

Email Resume and Cover Letter to:

careers@wearebcs.org

Please write in reference line: Executive Assistant