

Executive Assistant

CLASSIFICATION: Executive Assistant (Non-Union)	SALARY: DOQ
DEPARTMENT: Administration (support)	FLSA STATUS: Non-exempt
REPORTS TO: CEO/President	

Summary: Under the direct supervision of the CEO/President, the Executive Assistant will provide a wide range of administrative support. This role is part gatekeeper, master organizer, scheduling Ninja, confidant, trusted advisor, and protector of time and creative energy for the CEO/President.

Daily tasks include handling the CEO/ President’s schedule and calendar, booking all travel and appointments, serving as the conduit for communication between the CEO/President and Board Members, major donors, public officials, and other visitors to the office, and working with team members from other departments including client services, public relations, fundraising, HR and accounting.

Essential Duties and Responsibilities include the following. Other duties may be assigned.

- Manage scheduling and coordination of meetings, events, and appointments, including logistics, agenda, minutes, and RSVP’s.
- Communicate (via phone, e-mail, mail) with clients, staff, Board of directors, and service providers.
- Oversee office systems and files; including account passwords and donor data.
- Prepare and organize correspondence, communications, reports, and other documents; maintain files and records, including expenses and public funding documents.
- Monitor and triage incoming communications, including media requests.
- Perform other clerical work as required, including but not limited to photocopying, filing and coordination of mailings for CEO/ President.

The 5 most important skill sets for this position will be:

1. **Emotional Intelligence** - Being a strong communicator, both in written and verbal form, and understanding the nuances of workplace politics, people, and business a must.
2. **A lover of details** - Organization, time management, and specificity are your friend. You thrive in managing many fast paced, complex details. (frequently changing details).
3. **Office Whiz** - You must be strong in all Office Suite programs and be fearless in learning new systems, processes, and problem solving. Fluency in Outlook, Word, PowerPoint, and Excel is a must. Familiarity with Adobe, Google programs, database software, and social media a plus.
4. **A Lock Box** - You are extremely discrete and trustworthy. Labor negotiations, board nominations, donor information, and countless other pieces of confidential personal and proprietary information flow across this desk.
5. **Passionate about Social Justice Issues** - A deep interest in Bet Tzedek’s mission, vision, values, and goals.

Education and/or Experience - People-savvy, sharp and detail oriented individual with at least 2 years of prior experience as an Executive Assistant working in a fast-paced office or for high level executives.

This is a wonderful opportunity for someone looking to be in the heart of progressive social change and the intersection where passion meets hard work.

Please send letter of interest and resume to resume@bettzedek.org, subject line “EA Position.”

Bet Tzedek Legal Services hires staff without regard to race, ethnicity, religion, national origin, age, gender, sexual orientation, marital status, or disability.