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**Title:** Executive Assistant

**Reports to:** President

**Job Type:** Full-time

**Salary:** $60,000 to $80,000

**FLSA Status:** Non-Exempt

**Benefits Eligible:** Yes

**Work Schedule:** Office-based, New York City

**About Nontraditional Employment for Women**

Nontraditional Employment for Women (NEW) is a workforce development organization dedicated to preparing, training, and placing women in skilled construction, utility, and maintenance trades industries in the New York City metropolitan area. Founded in 1978, NEW focuses on skilled, unionized jobs in the trades, offering benefits, and a path to higher-wage employment. Through comprehensive training, education, and job placement initiatives, NEW has successfully transformed the lives of countless women while advocating for policy changes that support gender diversity in the workplace.

**Position Overview**

This is a full-time on-site role for an Executive Assistant at Nontraditional Employment for Women. The Executive Assistant will be responsible for providing administrative assistance and handling various clerical tasks. This role will provide administrative support to the President. This position is located in New York, NY.

The Executive Assistant duties include, but are not limited to:

* Maintain Presidents calendar and assist with the collection and preparation of materials for meetings, events, and deadlines.
* Assist President with direct administrative support including scheduling appointments, meetings and follow-up, and events, booking travel, maintaining filing system, mailing and shipping packages, and updating contact database and employee list.
* Prepare written materials and maintain internal and external communications, including social media, reports, agendas, and job postings.
* Assist in the high-profile event planning and correspondence.
* Maintain record and tracking of President’s expenses and prepare expense reports.
* Serve as liaison between President and the Board of Directors and prepare Board communications and minutes and maintain board files.
* Research and organize data to represent the senior management, which may include directors, executives, and committees.
* Coordinate and collaborate with IT to troubleshoot all technical and systematic issues.
* Provide Ad-hoc support for organizational projects and tasks as needed.
* Use technical tools and software such as the Microsoft Office Suite and Zoom.

**Qualifications and Skills:**

The ideal candidate will be self-motivated, proactive, and flexible. They will have excellent interpersonal skills and enjoy working with a variety of people. The ideal candidate possesses the ability to quickly adapt, take initiative, work independently in a high-paced environment, and prioritize responsibilities. NEW seeks candidates with the following qualifications, skills and experience.

* Minimum of 3 years of experience as an Executive Assistant or B.A. or B.S. degree preferred.
* Excellent planning, communications, and organizational skills; detail oriented.
* Excellent verbal and written communication skills including the ability to use clear and concise language.
* Demonstrated ability to handle sensitive issues and maintain confidentiality.
* Demonstrated ability to cultivate positive working relationships and gain the trust and respect of all levels of internal and external stakeholders.
* Demonstrated ability to perform duties with a high level of professionalism, flexibility, discretion, judgment, diplomacy, and tact.
* Demonstrated ability to resolve conflict, problem-solve, and mediate.
* Demonstrated ability to prioritize in a fast-paced team environment and meet deadlines.
* Advanced technical skills; Comfort working on a PC using Microsoft Office (Outlook, Word, Excel, PowerPoint) and IM/video conferencing (Teams & Zoom).

**Compensation and Benefits**

NEW offers a generous benefits package including comprehensive medical, dental, & vision insurance, generous PTO, 403b, life insurance and much more.

**To apply:** Please send resume and cover letter to [jobs@new-nyc.org](mailto:jobs@new-nyc.org) with the subject line “Executive Assistant” All submitted documents should be labeled with the applicant’s name and desired position (e.g. “Jane Doe Resume Program Coordinator”).

*Nontraditional Employment for Women (NEW) is an Equal Opportunity/Affirmative Action employer. All qualified candidates will receive consideration for employment without regard to disability, protected veteran status, race, color, religious creed, national origin, citizenship, marital status, sex, sexual orientation/gender identity, age, or genetic information*