

# UNION SETTLEMENT

## EMPLOYMENT OPPORTUNITY

Union Settlement is an on-the-ground resource for East Harlem residents of all ages, and a passionate advocate for the needs of underserved communities. Since opening our doors in 1895, we have brought education, wellness and community-building programs to our neighborhood, empowering New Yorkers with opportunities to better their lives. More than 350 staff work in our organization, and our services impact 10,000 people every year. By helping our neighbors realize their goals, we build the vitality and success of East Harlem. For more information about Union Settlement, please visit our website at [www.unionsettlement.org](http://www.unionsettlement.org).

**Position:** Executive Assistant

**Department:** Administration

**Reports to:** Associate Executive Director, Operations/COO

**Hours:** Full-Time

**Salary:** \$50,000

**FLSA:** Non-Exempt

### **Position Summary:**

We are seeking an Executive Assistant to support 4 C-Level personnel within the organization's Executive Team. The Executive Assistant will report to the Associate Executive Director of Operations, and must be able to exhibit flexibility with their schedule during special events and initiatives for the organization, which may require some evenings or weekends. The Executive Assistant must be creative and enjoy working within a fast-paced environment that is results-driven and customer focused. The ideal individual will have the ability to exercise good judgment in a variety of situations, with strong written and verbal communication, administrative, and organizational skills and the ability to maintain a realistic balance among multiple priorities. The Executive Assistant will have the ability to work independently on projects and must be able to work under pressure at times to handle a wide variety of activities and confidential matters with discretion.

### **Responsibilities:**

- Complete a broad variety of administrative tasks for the Executive Team including: managing extremely active calendars for four individuals; completing expense reports and reimbursement forms; checking messages and voicemails, composing and preparing correspondence, processing all mail, arranging travel plans, managing itineraries and agendas, and filing/compiling documents for meetings.

- Schedule, organize and record all internal and external meetings and take/transcribe/publish minutes where required.
- Establish and maintain an effective filing system.
- Manage and maintain detailed calendars for three C-level executives.
- Order supplies and assist with event set-ups when needed for various organizational initiatives.
- Assist in administrative tasks associated with department's robust events calendar. Tasks include attendance at all assigned events, tracking, and evaluating participation.
- Responsible for data entry for department projects.
- Other duties and special projects as assigned.

**Qualifications:**

- Bachelor's degree preferred.
- Bilingual preferred.
- Minimum of 3 years of experience in an office setting.
- Ability to clearly and effectively communicate in a courteous, professional and tactful manner by e-mail, telephone and in person.
- Exceptional research, writing and editing skills.
- A self-motivated learner with the capability to gather information from a variety of sources.
- Ability to work well with a range of partners and stakeholders.
- Must be discreet, flexible and responsible.
- Proficiency in Windows and MS Office, particularly Word, Excel and Outlook required.
- A demonstrated commitment to public interest work.

**To Apply:**

Please send cover letter, resume, writing sample, and contact information for at least three professional references (preferably current or former direct supervisors) to:  
[operationscareers@unionsettlement.org](mailto:operationscareers@unionsettlement.org).

Please indicate "Executive Assistant" in subject of e-mail.

**UNION SETTLEMENT ASSOCIATION IS AN EQUAL OPPORTUNITY EMPLOYER**