

## **NEW – Nontraditional Employment for Women Executive Assistant**

### **Organization Description**

Nontraditional Employment for Women (NEW) prepares, trains, and places women in careers in the skilled construction, utility, and maintenance trades, helping women achieve economic independence and a secure future. Founded in 1978, NEW is a sector-based workforce development program that prepares women for careers in the construction, transportation, energy, and facilities maintenance industries. NEW focuses on skilled, unionized jobs in the trades with starting wages averaging \$17 per hour, benefits, and a path to higher-wage employment. NEW primarily serves low-income minority women from all five boroughs in New York City. These careers enable NEW graduates to provide a secure future for themselves and their families. These women are changing their lives and the skyline of New York City. Learn more at [www.new-nyc.org](http://www.new-nyc.org).

### **Position Overview**

The Executive Assistant provides administrative support to the President and three Vice Presidents of Development and Communications, Finance and Operations, and Programs. The Executive Assistant also maintains NEW's training facilities. This position reports to the President. The Executive Assistant duties include, but are not limited to:

- Maintain Executive calendar and assist with the collection and preparation of materials for meetings, events, and deadlines
- Assist President in scheduling, day-to-day operations, meeting planning and follow-up
- Prepare written materials including internal and external communications, reports, agendas, job postings
- Serve as liaison to the Board of Directors and prepare Board communications and minutes
- Organize and maintain foundation, communications, contract, vendor and board files
- Support Development and Communications efforts including event coordination, donor communications, and creating press kits
- Support and coordinate with Finance and Programs Departments on operational and programmatic projects
- Process invoices and check requests for President and Vice Presidents
- Monitor office and cleaning supply inventory and manage general office orders
- Manage mail, building maintenance vendors, scheduling of repairs, cleaning contracts

### **Qualifications**

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

- B.A. or B.S. degree preferred
- Excellent organizational skills and attention to detail Strong communication, writing, and research skills
- Ability to prioritize in a fast-paced team environment and meet deadlines
- Computer proficiency in Microsoft Word, Excel, Outlook
- Previous background in nonprofit, fundraising, or job training programs a plus

Salary: \$40,000 - \$45,000. Full benefits package. NEW is an EEO Employer.

### **To Apply**

Please email a cover letter and resume with "Executive Assistant" as the subject line to: [hr@new-nyc.org](mailto:hr@new-nyc.org).