



POSITION ANNOUNCEMENT

JOB TITLE: Executive Assistant

COMPENSATION: Full-time, salaried position, including benefits and commensurate with qualifications and experience. Expected base annual salary range: \$70,000 - \$80,000

LOCATION: Washington, DC area strongly preferred. This position will be available for a hybrid office/remote schedule.

EXPECTATION FOR ALL EMPLOYEES

Support the organization's mission, vision, and values by exhibiting excellence, competence, collaboration, innovation, respect, humility, accountability and ownership.

POSITION SUMMARY

Under the direct supervision of the Chief Operating Officer (“COO”), the Executive Assistant will provide administrative and secretarial support to the President, COO and Vice President of Policy and Partnerships (the “Executive Team”). Core duties will include typing, filing, scheduling and calendar management, coordination of meetings and conferences, and general office management. The Executive Assistant will answer non-routine correspondence, assemble highly confidential and sensitive information, and communicate with a diverse group of stakeholders, as well as internal contacts within all levels of the organization. Independent judgment is required to plan, prioritize, and effectively organize the diversified workload, and recommend changes in office practices or procedures.

PRINCIPAL DUTIES AND RESPONSIBILITIES

- Manage the President’s calendar and travel schedule to maximize the President’s efforts while acting as a liaison to ensure seamless workflow in the President’s absence.
- Provide administrative and high-level secretarial support to the Executive team.
- Work independently and within a team on special nonrecurring and ongoing projects; act as project manager for special projects, at the request of the Executive team, which may include: planning and coordinating multiple presentations, disseminating information, coordinating direct mailings, managing social media, updating the website, and creating marketing and promotional collateral.
- Perform desktop publishing; create and developing visual presentations for the Executive team.
- Support the Chief Operating Officer with all activities related to the Board of Managers, including the recording and disseminating of meeting minutes.
- Support the Vice President of Policy and Programs with the administration of the Homeownership Alliance and related initiatives.
- Schedule and organize complex activities such as meetings, travel, conferences and organization activities for the Executive team.
- Sort and distribute mail; open mail for the organization; draft written responses or replies by phone or e-mail when necessary; respond to regularly occurring requests for information.
- Act as a liaison with other public and private organizations, including high-level staff such as elected officials, Board members, executives and their assistants; handle confidential and non-routine information and explain policies when necessary.

- Type and design general correspondence, memos, charts, tables, graphs, business plans, etc.; proofread copy for spelling, grammar, and layout, making appropriate changes. Responsible for accuracy and clarity of final copy.

QUALIFICATIONS/SKILLS & KNOWLEDGE REQUIREMENTS:

The requirements listed below are representative of the knowledge, skill, and/or ability required.

General

- An extensive knowledge of business and an excellent command of the English language.
- General knowledge of WordPress and other web design software.
- Knowledge of a variety of computer software applications in word processing, spreadsheets, database and presentation software, specifically Microsoft Office and the Google Suite.
- Proficient social media skills and desire to learn more.
- Highly developed interpersonal skills to handle sensitive and confidential situations. Position continually requires demonstrated poise, tact and diplomacy.
- Analytical ability to gather and summarize data for reports, find solutions to various administrative problems, and prioritize work.

Education

Bachelor's degree required.

Experience

Minimum of three - four years experience in an office administration, administrative or executive assistant role. Additional experience may offset educational requirements above.

How to Apply

Please send a cover letter and current resume to careers@stabilizationtrust.org.

GENERAL INFORMATION

The above statements are intended to describe the general nature and level of work being performed by individual assigned to this position. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required of personnel so classified. The incumbent must be able to work in a fast-paced environment with demonstrated ability to juggle and prioritize multiple, competing tasks and demands and to seek supervisory assistance as appropriate. Incumbents within this position may be required to assist or find appropriate assistance to make accommodations for disabled individuals in order to ensure access to the organization's services (may include: visitors, employees, or others).

The National Community Stabilization Trust is an Equal Opportunity/Equal Access Employer and is committed to building a diverse staff and encourages applications from female and minority candidates.