



Using a holistic approach to address the unique and critical issues facing New Jersey's communities of color, the Institute's cutting-edge racial justice work advocates for systemic reform that is at once transformative, achievable in the state and replicable across the nation.

### **Executive Assistant to the President & CEO**

The Institute is seeking to hire an Executive Assistant to the President & CEO who will provide high-level administrative support to ensure the efficient operation of the executive office.

The Executive Assistant will be the primary point of contact for internal and external stakeholders on all matters pertaining to the President & CEO and will also support the Board of Trustees and provide office Support.

We are seeking a candidate who has strong connections within the nonprofit sector in New Jersey and possesses in-depth knowledge of key players in the political and social environment within the state. The ideal candidate will have a solid understanding of the local landscape, enabling them to navigate effectively and build meaningful partnerships that further our mission.

**Reports to:** President & CEO

### **Responsibilities include:**

#### **President & CEO Support**

- Oversee the day-to-day administrative and organizational needs of the President & CEO.
- Manage and maintain the executive's schedule, including arranging meetings, appointments, and travel arrangements.
- Screen and prioritize incoming calls, emails, and correspondence, ensuring that urgent matters are addressed promptly.
- Respond to inquiries on behalf of the President & CEO.
- Prepare and organize documents, presentations, and reports for meetings and presentations.
- Coordinate and facilitate communication between the executive and internal and external stakeholders.
- Conduct research and gather information to support the executive in decision-making and project management.

- Assist with the preparation and coordination of meetings, including scheduling, agenda creation, and document distribution.
- Manage and maintain filing systems, both electronic and physical, ensuring that documents are organized and easily accessible.
- Handle confidential and sensitive information with discretion and professionalism.
- Act as a liaison between the executive and other members of the organization, as well as external partners
- Provide administrative support, including expense tracking, invoice processing, and other ad hoc tasks as needed.

#### **Trustee Board Governance:**

- Liaison to the Board of Trustees, Board Chair and Governance Chair. Manage governance, plan, and coordinate board and committee meetings. Track and communicate RSVPs.
- Coordinate and plan board and committee meetings, tracking and communicating RSVPs.
- Assemble documents for Board and Committee meetings.
- Communicate with Committee Chairs and generate reports and materials.
- Serve as Acting Secretary, recording Board and select Committee meeting minutes.

#### **Office Support:**

- Welcome visitors to the office, provide assistance as needed, and ensure they are directed to the appropriate meeting or individual.
- Coordinate catering for meetings and events, including ordering lunch or refreshments, and ensuring dietary preferences and restrictions are accommodated.
- Schedule and coordinate meetings, including sending out invitations, booking meeting rooms, and arranging necessary equipment or materials.
- Assist in the preparation of meeting materials, including agendas, presentations, and reports, and ensure they are distributed to attendees in advance.
- Monitor and replenish office supplies, ensuring that necessary supplies are available for day-to-day operations.
- Provide general administrative support to the president & CEO and other team members, including copying, scanning, and filing documents, as well as handling mail and other administrative tasks as needed.
- Assist with special projects and ad hoc tasks as assigned, demonstrating flexibility and willingness to support the organization as needed.

#### **Qualifications:**

- Bachelor's degree or equivalent experience.
- Minimum of 5 years of experience in an executive assistant role supporting C-level executives.
- Exceptional organizational and time-management skills.
- Strong written and verbal communication skills.

- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook).
- Ability to work independently and handle multiple tasks simultaneously.
- High level of integrity and discretion in handling confidential information.
- Excellent interpersonal skills and ability to build relationships with stakeholders.
- Strong attention to detail and problem-solving abilities.
- Flexibility and adaptability to changing priorities and demands.
- The ideal candidate will be a proactive, resourceful individual who thrives in a fast-paced environment and can effectively support the President & CEO in achieving organizational goals.

### **About the New Jersey Institute for Social Justice:**

The Institute is an equal opportunity employer, and we value a diverse workforce and an inclusive culture.

Established in 1999 by Alan V. and Amy Lowenstein, the Institute's cutting-edge racial and social justice advocacy seeks to empower people of color by building reparative systems that create wealth, transform justice and harness democratic power—from the ground up—in New Jersey.

Known for our dynamic and independent advocacy aimed at toppling load-bearing walls of structural inequality to create just, vibrant and healthy communities, we are committed to exposing and repairing the cracks of structural racism in our foundation that erupt into earthquakes in communities of color. The Institute advocates for systemic reform that is at once transformative, achievable in the state and replicable in communities across the nation.