

POSITION ANNOUNCEMENT

Executive Assistant and Board Liaison

About Us

La Casa de Don Pedro, Inc., based in Newark, is New Jersey's largest Latinx led community development corporation celebrating 50 years of mission driven and visionary service. Formed in 1972 as a community-based, grassroots organization committed to empowering the Latinx community, the organization was named in honor of Puerto Rican nationalist, Don Pedro Albizu Campos, who advocated the twin virtues of self-sufficiency and empowerment. Today, La Casa has expanded its commitment to the empowerment of Black and Brown communities in Newark and throughout Essex County.

La Casa de Don Pedro provides comprehensive and integrated services in the following areas: early childhood development, youth educational, cultural, and recreational programs, youth and family counseling, HIV/AIDS prevention and services, workforce development, affordable housing development and counseling, community engagement and development, lead remediation and abatement, and home energy conservation assistance. Learn more at <http://www.lacasanwk.org/>.

Who we Seek

La Casa de Don Pedro seeks an experienced and high-level strategic Executive Assistant that supports the President and Chief Executive Officer and Vice President of Development and External Relations in managing the day-to-day administration and operations of the Executive Office. To be successful in this role, the Executive Assistant should be well-organized, have great time management skills and be able to act without guidance. The Executive Assistant will serve as an integral member of the Executive Office and will contribute to the overall efficiency of La Casa de Don Pedro by providing personalized and timely support to executives.

Duties and Responsibilities:

Office of the President and Chief Executive Officer

- Provide high-level administrative support such as preparing and editing correspondence, communications, presentations, and other documents.
- Schedule meetings, manage daily Outlook calendar, and prioritize the most sensitive matters.
- Organize and prepare for meetings, send reminders, prepare agendas, schedule Zoom/Microsoft teams, take notes, order catering, etc.
- Prioritize emails, respond when necessary, and make decisions when the CEO is not available.
- Answer and respond to phone calls in a polite and professional manner.
- Ensure filing system (print documents and electronic files) is organized.
- Arrange travel and accommodations and assist with completing expense reports.
- Performs other related duties as assigned.

Development & External Relations

- Provide administrative support to the Vice President of Development and External Relations.
- Provide support for development and marketing events.
- Maintain Development electronic files on the shared drive and in Dropbox
- Manage the donor database and ensure donors receive proper acknowledgements and stewardship.
- Edit and update development and marketing documents as needed.

Board Liaison

- Ensure monthly Executive Team meetings include all the agenda matters related to board and committee meetings.
- Lead in coordinating with the Executive Team the planning and preparation of board and committee meetings to include all logistics, the preparation of agendas and reports and follow-up requests made by board members.
- Facilitate communication with the Board of Directors on all matters related to board affairs.
- Take the lead in preparing the board packet file ensuring all documents and reports are organized and ready for the portal or in some cases in binders
- Manage and keep up to date the Board portal on Dropbox
- Update annually all board profiles, conflict of interest disclosure forms, board directory and related documents.
- Prepare annual board and committee meetings and agenda items calendar in conjunction with Executive Team.
- Record and prepare minutes for both board and committee meetings.
- In conjunction with staff facilitate the completion and accuracy of all resolutions for board approval.
- Maintain discretion and confidentiality in relationship with all Board members.

Qualifications and Required Skills

- Minimum of a Bachelor's degree in Business Administration or related field preferred.
- At least five years of related experience required, preferably working with boards.
- Bilingual preferred (English and Spanish).
- Must be able to demonstrate competent judgment and be able to handle confidential and sensitive information with discretion.
- Self-starter with ability to adapt to evolving situations.
- Excellent verbal and written communication skills.
- Excellent organizational skills and attention to detail.
- Excellent time management skills with a proven ability to meet deadlines.
- Ability to multitask and function well in a high-paced and at times stressful environment.
- Must have strong interpersonal skills.
- Excellent problem-solving and decision-making skills.
- Proficient in MS Office Suite (Excel, Word, PowerPoint, Teams, Outlook, etc.).

Physical Requirements

- Prolonged periods sitting at a desk and working on a computer.
- Must be able to lift up to 15 pounds at times.

**The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Compensation, Schedule, and Other Information

- **Employment type:** Full-time
- **FLSA status:** Exempt position
- **SOC code:** 43-6011
- **Reports to:** Vice President of Development and External Relations
- **Schedule:** 9:00 a.m. – 5:00 p.m.
- **Compensation:** Salary range for this position is \$65,000 to \$80,000 and is commensurate with experience.
- **Fringe Benefits:** Health, vision, dental, life insurance and 401k retirement plan offered upon eligibility with 2% employer match.
- Must be able to commute and have a valid New Jersey driver's license.
- Access to a car and some weekend and evening availability are required.

COVID-19 Vaccination Requirements

- La Casa de Don Pedro requires vaccination against COVID-19 for all employees. Reasonable Accommodation based on qualifying disability, medical necessity or sincerely held religious belief in accordance with applicable law will be considered upon request.

To Apply

- Please send a resume, thoughtful cover letter and a writing sample via e-mail to careers@lacasanwk.org with **“Executive Assistant”** in the subject line.
- No telephone calls. Only candidates considered for an interview will be contacted.

La Casa de Don Pedro is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex (including sexual orientation, gender identity and pregnancy), status as a parent, national origin, age, disability (physical or mental), protected genetic information, political affiliation, military service, non-merit based factors, or any other characteristic protected by law.