

**Jewish Community Housing Corporation
Of Metropolitan New Jersey**

JOB POSTING

EXECUTIVE ASSISTANT TO THE CEO

The Jewish Community Housing Corporation of Metropolitan New Jersey (JCHC) is seeking a qualified individual to serve as the full-time Executive Assistant to the Chief Executive Officer (CEO). Founded in 1983, the JCHC is a nonprofit organization that provides housing with services to senior citizens in Morris and Essex County, New Jersey.

The overall purpose of the Executive Assistant position is to support the work to the CEO to assist the JCHC in achieving its mission. The person who fills this position will be delegated a number of programmatic, analytical, administrative and other responsibilities described below. The Executive Assistant to the CEO will be based in the JCHC's corporate offices in West Orange, NJ but will need to travel locally from time to time for meetings.

Responsibilities:

- Prepare and send out correspondence on behalf of the CEO;
- Set up meetings and coordinate the schedule of the CEO, the JCHC Board of Trustees and its Board Committees;
- Attend meetings with the CEO and take and refine meeting notes;
- Assist JCHC Board Annual Meeting Committee with event logistics;
- Analyze information and prepare written and/or spreadsheet reports;
- Set up and maintain databases;
- Organize and maintain office filing system; and,
- Handle other responsibilities as may be assigned by the CEO.

Qualifications:

- Ability to read and write in English;
- Bachelor's Degree or relevant experience *preferred but not required*;
- Computer literacy, including proficiency with Microsoft Word and Microsoft Excel, use of e-mail and the internet. Ability to learn new relevant software packages;
- Ability to multi-task and work independently;
- Excellent communication and organizational skills, including attention to detail;
- Capacity to get to and from local meetings independently; and
- Enjoys interacting with senior citizens.

Position: Full-Time with Benefits (Medical, Dental, Vision, Life Insurance, 403(b), etc.)

Salary: \$55,000 - \$60,000 *based on experience.*

Start Date: September 5, 2017

To Apply: If interested in the position, please contact the HR Department:

By e-mail to: emmar@jchcorp.org

By FAX to: 973-731-9225

No phone calls.

Jewish Community Housing Corporation is an Equal Employment Opportunity Employer.