



Executive Assistant

Salary range: \$60,000 - \$65,000

Are you ready for a new challenge? Are you a serious organizer and multi-tasker who thinks fast and writes clearly? Do you see issues before they arise, and look for ways to solve them? Do you care about women's rights and advocacy and want your name added to a historic civil rights organization that is transforming itself for the 21st century? If so, this may be the job for you!

The [National Organization for Women – New York City](#) (NOW-NYC) and [Women's Justice NOW](#) (WJN) seek an Executive Assistant to support our Executive Director and staff. It is an exciting and critical time to work at NOW-NYC and WJN.

Key responsibilities

- Manage the ED's calendar by scheduling meetings, calls and travel. Proactively seek to anticipate logistical and other needs.
- Draft talking points in preparation for meetings and interviews with the press.
- Assist with preparation for quarterly Board meetings.
- Prepare the ED's expense reports.
- Manage the ED's contacts and ensure all contacts are kept up to date.
- Order office supplies, distribute mail, and manage daily office operations.
- Perform routine maintenance and troubleshooting on computers, phones, website and email system.
- Complete bookkeeping duties for multiple bank accounts, including payment of bills, data entry in QuickBooks accounting software, and making bank deposits; work in conjunction with the Treasurer to complete financial reports for quarterly board meetings.

Qualifications, Skills and Qualities Sought

- Two-year minimum of full-time, professional experience required.
- A commitment to women's rights and the mission of NOW-NYC and WJN.
- Ability to take initiative in a fast-paced environment, prioritize and handle a variety of projects simultaneously.
- Excellent written and oral communications skills.
- Strong organizational skills and fine attention to detail.
- Ability to work independently with minimal direction.
- Ability to maintain a calm demeanor when under pressure and when faced with changing circumstances.

- Flexible self-starter who is proactive, exhibits a high degree of professionalism, is committed to completing work on a timely basis, and works well with a small, nimble team.
- Proficiency using Microsoft Office (Word, Excel, PowerPoint, Outlook), Google Suite (Drive, Docs, Sheets, Forms, Calendar), Apple computers and iCloud Calendar.

Application Instructions

Please send a cover letter and resume by email to hire@nownyc.org with your name and the job title in the subject line. No phone calls please.

NOW-NYC is an equal opportunity employer. Women, people of color, persons with disabilities, and LGBTQ individuals are encouraged to apply.