



CAREERS @ ULEC

Program: Administration

Position/Title: Assistant to President and CEO

Location: 508 Central Avenue, Newark, NJ 07107

Hours: 20 hrs./wk. (hybrid – mostly remote, with some in-office required)

Salary: \$25 - \$32 per hour based on experience

Reports To: President and CEO

Position Posted: 3/15/24 until filled

Basic Functions:

The Urban League of Essex County (ULEC) is seeking a qualified Executive Assistant to serve as a dedicated and reliable support system to our President and CEO.

Responsibilities:

- Provide support to President and CEO in all administrative and scheduling tasks: manage calendar, respond to messages (email and voicemail), book and coordinate travel, proofread documents and other correspondence, submit expenses, research as per requested, etc.
- Coordinate Pres/CEO's participation in external events; including registering, purchasing tickets, journal ads, etc.
- Compliance: Update National Urban League Affiliate Compliance System (ACS); Census Portals; Grant Compliance platforms/tracking documents.
- Board of Directors: Schedule bi-monthly in-person and virtual meetings and manage logistics (lunch, room prep, etc.); prepare all Board package materials, including presentations, reports, spreadsheets, documents, etc.)
- Manage, reply, and track delegate emails from the "information" email account.
- Performs other duties as required.

Qualifications:

- Minimum of 2 years of experience assisting an Executive
- Finds value in nurturing the relationship with the Executive while being a proactive thinker, not just a task doer.
- Technology: proficient in MS Office (Excel, Word, Outlook, PowerPoint, OneDrive, Teams, SharePoint), Zoom, Google Suite
- Excellent communication (verbal and written), time management skills and ability to work with minimum supervision.
- Must have availability for some in-office hours as needed, but position is mostly remote.
- Passion for social justice and racial equality

**Equal
Opportunity
Statement:**

All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability, or protected veteran status.

How To Apply: E-mail resume/CV and cover letter to careers@ulec.org
In the subject line, write: **“Executive Assistant (Hybrid)”**

The Urban League of Essex County is an Affirmative Action/ Equal Opportunity Employer.