



Executive Assistant to the Chief Executive Officer

Location:
Lawrenceville, NJ

Position Type/Classification:
Full-Time / Exempt

Reporting To:
Chief Executive Officer

Compensation/Salary Range:
\$65k-70k/year

HomeFront, an over 30-year-old nonprofit social services agency in Mercer County is seeking an Executive Assistant with passion, dedication, and a deep desire to help families become self-sufficient to support important projects and daily operations.

HomeFront's mission is to end homelessness in Central New Jersey by harnessing the caring resources and expertise of the community. We lessen the immediate pain of homelessness and help families become self-sufficient. We give people skills and opportunities to ensure adequate incomes and to increase the availability of adequate affordable housing. We help homeless families advocate for themselves individually and collectively.

The Executive Assistant will provide executive support in a one-on-one working relationship with the CEO and partner with the entire HomeFront team to monitor and achieve our short- and long-term goals. The Executive Assistant serves as the primary point of contact for internal and external constituencies on all matters pertaining to the Office of the CEO. The Executive Assistant also serves as a liaison and support to the Board of Trustees and leadership team, curation of internal team communications, coordination of internal and external meetings, oversees special projects, and more.

Essential Job Functions

- Provide administrative, logistical, and project support for Chief Executive Officer and the entire HomeFront team
- Track the CEO's responsibilities and duties to ensure that her time is effectively prioritized, and her goals are achieved
- Maintain the CEO's calendar and inventories of projects, tasks, and deadlines to ensure that her time and attention are allocated to the highest priorities
- Anticipate and address challenges, recommend and follow through on solutions
- Ensure smooth and effective communication between the CEO and Board members, stakeholders, staff, and others, including drafting correspondence that is often sensitive and confidential
- Coordinate in-person and virtual meetings, trainings, and teams including creating preparatory materials, organizing meeting logistics and invitations, taking detailed minutes, and ensuring follow-through on commitments
- Manage short- and long-term projects with varied internal and external stakeholders

- Coordinate operations of HomeFront’s Board of Trustees and committees and manage communications with Board members
- Conduct research to support HomeFront’s goals and projects
- Curate and disseminate regular internal team communications and calendars to improve agency information sharing
- Attend and support special events including bi-monthly Board of Trustees meetings
- Perform general administrative duties to include but not limited to photocopying, faxing, mailing, meeting/schedule coordination, and filing
- Other related duties as deemed necessary

Competencies

- Highly organized, and highly detail-oriented with strong project management and organization skills; able to perform and prioritize multiple tasks seamlessly
- Strong, professional, and polished verbal and written communication skills
- Demonstrated proactive approaches to problem-solving with strong decision-making capability
- Emotional maturity
- Strong research skills and curiosity
- Highly resourceful team-player, with the ability to also be extremely effective independently
- Self-starter that sees responsibilities through to completion
- Flexibility to accommodate a fast-paced workplace combined with the thoroughness to accomplish what is important, not only what is urgent
- Superior critical thinking skills
- Reliable independent judgment to plan, prioritize and organize workload
- Discretion and ability to manage sensitive information
- Integrity, credibility, and commitment to the HomeFront mission

Requirements

- Bachelor’s Degree
- Demonstrated experience in an administrative role
- Technologically savvy, including high proficiency in MS Office Suite and Office 365, with a demonstrated ability to use technology solutions to improve efficiency and communications
- Valid driver’s license

Compensation

This is an outstanding opportunity for a highly motivated individual to assume a pivotal role in the evolution of a growing, highly-respected organization. We are seeking an individual of outstanding quality with a respected track record. The compensation range for this position will be \$65k-70k, annually, commensurate with experience and expertise. HomeFront offers all employees a competitive benefits package that includes health, dental, 401(k), and vacation benefits.

Physical Demands:

This is largely a sedentary role, however, ability to lift files, open filing cabinets, bend and stand are necessary.

Travel:

Frequent local travel to variety of HomeFront sites across Mercer County during normal work hours can be expected for the position.

Work Environment:

This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines.

Disclaimer:

This position description neither constitutes a contract of employment nor is designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee. Other duties, responsibilities, and activities may change or be assigned at any time with or without notice. Company may exercise its employment-at-will rights at any time.

HomeFront, Inc is an equal opportunity employer. We welcome employees and prospective employees without regard to race, religion, national origin, gender, age, disability, marital status, gender identity or expression, sexual orientation or veteran status.