



Position: Executive Assistant

Team: Executive Office

Reports To: Executive Director

FLSA Status: Exempt

Direct Reports: None

Job Description:

The Executive Assistant provides support to the Executive Director in carrying out the PIC's mission. The Executive Assistant manages the Executive Director's schedule and collaborates with him to organize priorities and ensure deadlines are met. The Executive Assistant interfaces with PIC staff at all levels and a variety of external stakeholders.

The Executive Assistant must be a self-starter who can work well under pressure while maintaining a high level of professionalism and confidentiality. The Executive Assistant will need strong organizational and writing skills, keen judgment, anticipation, curiosity, and enthusiasm in order to support the PIC's mission effectively.

General Responsibilities:

- Provide high-level support on all aspects related to the Executive Director including co-writing, scheduling, and anticipation of the day ahead and beyond.
- Work alongside the Executive Director to develop priorities and set deadlines.
- Organize the Executive Director's time, tasks, and communications to ensure commitments are met and workflow is appropriately prioritized
- Perform a range of confidential duties such as monitoring e-mail traffic and ensuring timely responses, as well as fielding both internal and external requests.
- Act as a lead staff for the PIC Board of Directors and Council, in collaboration with the Executive Director. This includes scheduling, agenda development, materials review and production, meeting logistics, and minutes.
- Help plan and coordinate organization-wide meetings such as All Staff and large-scale events such as the Annual Meeting.
- Communicate regularly with the Senior Staff to keep them informed, to advance objectives, and to solve problems.

- Take initiative to understand the interests of other staff, partner organizations, the community, and other relevant entities. Maintain awareness of external environment and associated implications on the PIC.
- Complete other duties and special projects as assigned.

Desired Qualifications:

- Organized and process-oriented with the ability to be flexible and resourceful.
- Interested in public policy and social/economic justice in the context of Boston, its history, and its institutions, as well as the work of the Boston PIC, in general, and the Executive Director, in particular.
- Anticipates what needs to be done and takes proactive steps to get it done.
- Ability to exercise judgment, maintain confidentiality, and think on a micro and macro strategic level.
- Strong interpersonal skills, including the ability to communicate effectively with internal as well as external constituents such as PIC staff, board members, and public officials.
- Growth mindset which includes trying, learning, improving, and sharing best practices.
- Mastery of Microsoft Office, Zoom, Teams, and eagerness to learn new technology and software applications that will advance the work of the PIC.
- At least two years of relevant work experience.

Working Conditions / Physical Requirements:

Typical office conditions, 2 Oliver Street, Third Floor, downtown Boston, in-person Monday–Friday. The PIC is willing to make reasonable accommodations for essential functions of the job that do not cause undue hardship.

Please submit cover letter and resume to neil.sullivan@bostonpic.org. Questions or requests for more information can be submitted to the same email address.

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