



POSITION: **Executive Assistant**

REPORTS TO: **Executive Team Manager, Design Specialist**

JOB DESCRIPTION:

With guidance from the Executive Team Manager, 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 the Executive Team Manager to organize priorities and ensure deadlines are met. The Executive Assistant interfaces with PIC staff at all levels and a variety of external stakeholders.

We are looking for 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 judgement, anticipation, curiosity, and enthusiasm in order to support the PIC's mission effectively.

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 and Executive Team Manager to develop priorities and deadlines for the executive office.
- 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 field both internal and external requests.
- Act as a lead staff for the PIC Board of Directors and Council, in collaboration with the Executive Team Manager. 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 Executive Team Manager to keep her 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 judgement, 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 and eagerness to learn new technology and software applications that will advance the work of the PIC.
- Bachelor's Degree or Associate's Degree with minimum of two years experience in comparable position.

Please submit a cover letter and resume to Karen Escarcha at karen.escarcha@bostonpic.org by Friday, February 22.

ABOUT THE BOSTON PRIVATE INDUSTRY COUNCIL (PIC)

The Boston Private Industry Council (PIC) is a nonprofit organization that strengthens Boston's communities and its workforce by connecting youth and adults with education and employment opportunities that align with the needs of area employers. To learn more, please visit: www.bostonpic.org.