



UNITED SOUTH END SETTLEMENTS

The mission of United South End Settlements (USES) is to harness the power of our diverse community to disrupt the cycle of poverty for children and their families. USES believes families have the best chance to reach their potential when they have long-term, holistic support. At USES, our focus is on helping caregivers and families with children under 12, although our door is open to children and adults from diverse family settings. We help families reach their goals through one-on-one coaching and connect parents/caregivers to our job training program and our quality education and enrichment opportunities for children, including early childhood education, after school and summer enrichment programming, and a sleepaway camp in New Hampshire.

USES also believes that children and their families can access the greatest opportunities when we welcome people from various backgrounds and perspectives. We intentionally promote community and bring together people from different backgrounds through diversified enrollment, volunteerism, networking and other community building opportunities. USES operates in three locations in the South End – Harriet Tubman House, South End House, and the Children’s Art Centre – and Camp Hale on Squam Lake in New Hampshire.

Executive Assistant

GENERAL DESCRIPTION

The Executive Assistant reports to the Chief Executive Officer. The Executive Assistant provides high-level administrative support to the Chief Executive Officer by conducting research, preparing statistical reports, handling information requests, supporting board of directors and senior team and performing administrative functions such as preparing correspondence, arranging conference calls and scheduling meetings.

ORGANIZATIONAL RESPONSIBILITIES:

- Embody the mission and values of USES and help promote of culture of collaboration, transparency, excellence and positivity.
- Stay current on trends in our field and share information learned with goal of increasing our learning
- Actively contribute to the implementation of USES strategic goals and objectives; help advance USES’ mission and values.

RESPONSIBILITIES

- Prepare and draft correspondence: letters, memos, and emails
- Proofread and format outgoing documents: emails, letters, memos, briefings, meeting summaries, and presentations
- Schedule internal and external meetings and coordinate logistics

- Support the Board of Directors by scheduling meetings, preparing agendas and board reports and work with CEO, Chair and committee co-chairs to keep board files and documentation organized and easily accessible
- Enter contact data and track interactions with contacts in Salesforce
- Answer phone calls and direct calls to appropriate parties or take messages
- Record, type and distribute meeting minutes
- File and retrieve executive documents, records and reports
- Open, sort and distribute incoming correspondence
- Coordinate audio/visual needs and catering
- Maintain electronic and paper document filing systems
- Assist with special projects and organizational support as needed
- Perform general office duties such as ordering supplies and maintaining records management database systems

QUALIFICATIONS

- Associate's Degree or higher
- Minimum of 3-5 years professional experience
- Exceptional oral and written communications
- Demonstrated ability to work both independently and collaboratively
- High level of maturity, empathy, and grace under pressure
- Superior organizational skills and attention to detail and commitment to high-quality work product
- Strong command of Microsoft Office programs, specifically Word, Excel, and PowerPoint
- Experience with Salesforce preferred but not required
- Excellent Customer Service Skills

PHYSICAL REQUIREMENTS

- Must be able to walk, type, talk, hear, and be capable of repetitive motion
- Work requires close visual acuity
- Position requires exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently
- Position is not substantially exposed to adverse environmental conditions

The above statement reflects the general details considered necessary to describe the principal function of the job identified and shall not be considered a detailed description of all the work requirements that may be inherent in the job.

To apply today, please email resume and cover letter to: humanresources@uses.org. In the subject line, please specify the position to which you are applying. No phone calls, please.