



Position: Executive Assistant

Reports to: Executive Director **Location:** Newark, NJ

Compensation: \$50,000-\$60,000 plus benefits (Exempt)

ABOUT US

Greater Newark Conservancy fosters collaboration in our community at the intersection of environmental, food, and racial justice to promote the health and wellbeing of Newark residents and beyond. Our programs work to reverse the long history of systemic racism to improve social determinants of health by expanding access to green spaces, nutritious food, wellness education, and youth development. Committed to creating sustainable and equitable solutions, we work tirelessly to promote fair access to nutritious food while championing environmental responsibility. See website at www.citybloom.org.

POSITION DESCRIPTION

Greater Newark Conservancy is at a pivotal point in organizational development and seeks a highly organized and motivated Executive Assistant to provide comprehensive support to the Executive Director. The successful candidate will play a critical role in ensuring the smooth functioning of the organization, enabling the Executive Director to focus on strategic initiatives and leadership, while also supporting the development and implementation of policies, practices, and internal systems. This role requires a well-organized, innovative, and creative thinker, who takes initiative, and is a team player with experience in the executive support function. Candidates should also be adaptable with knowledge of, or a strong interest in nonprofit management, food, environmental, and/or social justice. Emotional intelligence, discretion, and a sense of humor are a must, with comfort working in a fast-paced environment.

Administrative Support:

- Ensure that various administrative tasks are done in an effective and efficient manner, including copying, reviewing mail, drafting correspondence, and screening phone calls.
- Manage the Executive Director's calendar, appointments, and travel arrangements.
- Manage external contacts for Executive Director, proactively understanding who they are, priority level and keeping track of periodic communication as required.
- Implement, monitor, and maintain organization of hard copy and electronic filing system, inclusive of naming conventions.
- Anticipate and prioritize commitments to ensure effective time management.
- Handle confidential and sensitive information with discretion and professionalism.
- Other duties as assigned by the Executive Director.

Communications:

- Serve as a liaison between Executive Director, staff, and external stakeholders.
- Draft, proofread, and edit emails, reports, and other documents as needed.
- Collaborate with other team members to ensure efficient workflow and communication within the organization.



- Work with the Conservancy staff to coordinate newsletters as needed.
- Support web-based and electronic communication efforts as needed.

Meeting/ Event Coordination:

- Organize and schedule board meetings, internal team meetings, and other events as needed.
- Prepare meeting materials, agendas, and minutes as required.
- Assist in planning and executing fundraising events, campaigns, and donor-related activities.

Research and Reporting:

- Conduct research and compile information on relevant topics to support decision-making processes.
- Prepare reports and presentations as requested.

Qualifications:

- Proven experience as an executive assistant or similar administrative role, preferably in a nonprofit setting.
- Demonstrated critical-thinking, problem solving skills, and analysis.
- Excellent organizational, project management, and time-management skills.
- Strong written and verbal communication skills, with acute attention to detail.
- Proficiency with software and technology, including web-based communication, Microsoft Office Suite, Zoom, Dropbox, SharePoint, Social Media platforms, etc.
- Ability to handle sensitive information with discretion and confidentiality.
- Ability to handle multiple tasks and prioritize responsibilities effectively.
- Knowledge of general office equipment and Telephone Systems.
- Knowledge or interest in nonprofit operations and/or environmental, food, or social justice.
- Commitment to the mission and values of the organization.
- Sense of humor and roll up your sleeves, get it done attitude a must!

Education:

Bachelor's Degree in relevant field required, Master's degree preferred.

SEND RESUME AND COVER LETTER TO:

Michele Robinson, *Director of Operations/ Special Initiatives*

mrobinson@citybloom.org

