



Position: Executive Assistant

Location: 540 Broadway, 5th floor, Albany NY

At the New York Association of Training and Employment Professionals (NYATEP) we believe the key to economic development is skilled workers. As New York's leading membership association for economic development, education and training, and employment providers we provide leadership, vision and advocacy for a thriving workforce in New York State. Our focus is ensuring that every New Yorker and employer in New York State has access to the skills they need to work in, and support a robust statewide economy. We achieve this by giving our members "voice" through advocacy, increasing system-wide "knowledge" of workforce best practices, and supporting "progress" through piloting innovative initiatives or tackling seemingly intractable policy issues. Learn more about NYATEP at www.nyatep.org The Executive Assistant will be joining a dynamic and creative team that includes the Executive Director, Deputy Director, Director of Strategic Partnerships and Events Coordinator who are located throughout New York State.

The Executive Assistant position will be responsible for a wide variety of administrative functions to ensure the effectiveness and efficiency of a fast-paced, membership-focused environment. The ideal candidate will act on behalf of the organization in a manner that reflects the brand essence – "voice, knowledge, progress" and brand personality – "responsive, passionate, collaborative, strategic, resourceful" with a high degree of emotional intelligence. This is an optimal position for someone to learn all facets of the non-profit sector. We are also open to a part-time position, for the right candidate.

Under the supervision of the Executive Director, the Executive Assistant will:

- Support the Executive Director with day-to-day administrative tasks, travel arrangements, and calendar and correspondence management.
- Coordinate Board of Director meetings and key meetings, including meeting dates, distribution of materials, logistics preparation, and taking minutes.
- Coordinate with Accountant to follow up on Accounts Payable and Receivables.
- Maintain and update staff, board, and development contact lists and manage mailings.
- Create and maintain membership database, including data entry and upkeep of information, and generate reports for both internal and external reporting and membership management purposes.
- Support staff in administrative tasks: photocopying, copy-editing, meeting material development, etc.
- Other ad-hoc tasks as assigned by the Executive Director.

Additional Position Information:

- The Executive Assistant will be a full-time position (however a part-time position will be considered for up to 20 hours – with the goal of full-time by July 2020.)
- The office hours are anytime between 8:00AM – 4:00PM.
- Some travel (less than 10%) travel may be required for annual events and staff retreats.
- Generous time and leave, paid parking, and health benefits are available.
- Salary will be commensurate with experience and schedule (i.e. full-time or part-time) and will not exceed \$40,000 per year.

Core Competencies/Qualifications:

- 3+ years office management experience.
- Strong understanding of Microsoft Office Suite including Word, Power Point and Excel.
- Basic understanding of QuickBooks is preferred.
- Basic understanding of tools like Constant Contact, website tools like WIX and other office management tools is a plus.
- *Specific attributes of this position include:* high quality customer service; personable and engaging; ability to multi-task; innately curious/continuous learner; organized and detail oriented, flexibility and high level of initiative.

Additional Information about NYATEP:

Our dedicated members represent every region of New York, and include all 33 Workforce Boards in NYS (which represent more than 500 employers), Career Centers, youth development programs, unions, K-12 education system, colleges and universities, and not-for-profit organizations and education and training providers. We support the workforce community through advocacy, policy research and analysis, professional development, and technical assistance. For more information visit www.nyatep.org

To meet our membership's needs we strive to provide high quality customer service to our members, and our network of partners and collaborators. To that end, staff are expected to embody the following attributes:

- **Responsive:** To member needs, as well as internal and external stakeholders (48 hours).
- **Passionate:** About workforce issues and member concerns. Staff is expected to take the initiative to learn and understand the key federal and state issues, and applicable laws.
- **Collaborative:** Both striving to work effectively and collaboratively, internally and externally.
- **Strategic:** Conscientious of the limited staff resources, and continuously looking for ways to improve services or service delivery.
- **Resourceful:** Focused on continuous learning (i.e. knowing the issues before our members) and striving to access knowledge and resources to improve internal practices and services to members.