

RIHousing – Executive Assistant – Senior Management
Salary - \$68,383.00 - \$95,736.00

Please note: This pay range represents the base annual full-time salary for all positions within this job grade. The actual salary offered will depend on factors such as experience and other job-related qualifications.

What we are all about:

We are seeking an experienced Executive Assistant to Senior Management. This position is responsible for providing accurate, timely, and confidential administrative support to the Executive Director, Chief Administrative Officer, Deputy Executive Director, General Counsel, Chief Strategy and Innovation Officer, and other senior leaders as needed.

Based at RIHousing's Providence, Rhode Island headquarters, this role is an integral part of our Executive team and requires face-to-face collaboration and direct involvement in our office environment.

What you'll do daily:

The Executive Division provides essential leadership for RIHousing, and the Executive Assistant plays a key role in supporting its operations. This position requires a high level of professionalism, discretion, and independent judgment in managing priorities and coordinating work across the organization. Responsibilities include:

- Provide as-needed and back-up support to the Assistant to the Executive Director, including scheduling, preparing, and posting documents for Board of Commissioners and Board Committee meetings.
- Improve meeting effectiveness by managing logistics such as scheduling, agenda preparation, refreshments, room setup/cleanup, and accurate meeting minutes.
- Manage complex and heavy calendars, coordinating with internal and external executives and stakeholders.
- Receive, screen, and route communications, including calls, emails, and mail, promptly, using independent judgment to identify items requiring priority attention, and prepare outgoing correspondence with appropriate postage or courier arrangements.
- Prepare detailed reports and documents using information from multiple sources, organizing and synthesizing complex material as needed.
- Interpret and communicate work procedures to ensure compliance with organizational policies and practices.
- Coordinate travel logistics and process related expense reimbursements and invoices with strong attention to detail.

How you will make an impact:

- Maintain a positive corporate image through professional, courteous interactions with internal and external stakeholders while upholding strict confidentiality.

- Support strategic decision-making by tracking budget expenditures for the executive team and preparing well-organized reports and documentation.
- Uphold compliance and consistency by reviewing memos and emails for accuracy and alignment with organizational policies, processes, and procedures; draft documents using templates or reference materials.
- Contribute to organizational governance by maintaining contract databases, tracking renewals, and supporting vendor and purchasing processes.
- Support the Legal Division through insurance case management, tracking, and correspondence.
- Maintain organizational continuity by retrieving off-site records and archives and keeping relevant policies and procedures up to date.
- Provide flexible, responsive support to executive leadership by completing additional tasks assigned.

What success looks like in this position:

- A minimum of five years of administrative support, with at least three years of executive-level service.
- Outstanding communication and interpersonal skills.
- Strong problem-solving, critical thinking, and organizational skills.
- Ability to collaborate across multiple business units within an organization.
- Strong technology skills with a high level of proficiency in the Microsoft Office suite; experience with DocuSign.
- Demonstrated ability to thrive in a complex and high-pressure environment with effective time management skills.
- Demonstrated ability to supervise and coordinate the activities of others.
- Associate degree in business administration (or related field) or bachelor's degree preferred.
- Registered notary or willingness to obtain within 60 days of hire.

Not sure if you meet all the qualifications? Let us decide!

Why RIHousing:

- Mission-Driven Organization
- Mentorship Program
- Lunch and Learn series
- Employee Recognition programs
- Dedicated Workforce
- Parking Stipend
- Medical/Dental/Vision/Life Insurance
- Paid Time Off
- Retirement Options
- Flexible Work Hours- If Position Eligible, Future Hybrid Work May Be Available

- Education Reimbursement
- Onsite Fitness Classes
- Volunteer Days
- Winner of “Best Places to Work” 2016, 2018, 2019, 2021 – 2025
- Greater Providence Chamber of Commerce Worksite Health Award 2013 – 2025
- PBN's Healthiest Employers of RI 2025

About RIHousing

RIHousing works to ensure that all people who live in Rhode Island can afford a healthy, attractive home that meets their needs. RIHousing provides loans, grants, education, and assistance to help Rhode Islanders find, rent, buy, build, and keep a good home. Created by the General Assembly in 1973, RIHousing is a self-sustaining corporation and receives no state funding for operations.

Please apply through our career site: <https://www.rihousing.com/careers/>

- Contact Name: Rebecca Barrett
- Contact Email: rebarrett@rihousing.com
- Contact Phone: 401-443-1643