

*The Community Builders, Inc.*

Position Description

**Executive Administrative Assistant**

The Community Builders seeks a career professional capable and energetic Executive Assistant to provide direct comprehensive support to the organization's President/CEO, Chief of Staff and Director of Communications. S/he must be able to interact and communicate effectively using sound judgment and maintain confidential information. S/he must demonstrate independence and initiative as well as an enthusiasm for the Organization's mission.

The Community Builders, Inc. is the largest nonprofit urban housing developer in the United States. Our mission is to build strong communities where people of all incomes can achieve their fullest potential. We do this by developing, financing, and operating high quality affordable mixed-income housing, by coordinating access to support services, and by planning and implementing other community and economic initiatives critical to the communities we serve. Every employee who works for The Community Builders understands what it means to make a significant difference in the lives of others.

**General Responsibilities:**

- Preparation of correspondence, reports, and other materials for meetings and presentations
- Handle complex calendar and travel arrangements
- Represent the CEO's office to Board Members, visitors and TCB staff
- Coordination of project-based work
- Maintain Outlook calendar and coordination of all travel arrangements and expense reporting
- Set-up accommodations, conferences and other meeting planning arrangements
- Distribute and manage incoming mail
- Answering general telephone inquiries, directing and screening calls as appropriate;
- Meeting and greeting clients and visitors;
- Maintenance of files, both hard copies and electronic filing system
- General clerical duties to include, but not limited to: photocopying, faxing mailing and filing
- Other duties as assigned.

**Qualifications:**

- Three to five years as the primary provider of administrative support for an Executive
- Excellence in Microsoft Office programs (Word, Excel, Project, PowerPoint, etc.)
- Ability to convey issues and problems clearly both in writing and orally
- Ability to operate office equipment
- Capable of working with minimal supervision and perform effectively under tight time deadlines.