



**Position Title:** Executive Assistant  
**Department:** Corporate Services  
**Exemption:** Non-exempt  
**Supervisor:** Vice President, Corporate Services  
**Updated:** January 2023

Now in its third decade of service, the **New England Center and Home for Veterans** (NECHV) is recognized as one of the most effective private veterans' transition programs in the country. The NECHV has developed a comprehensive "continuum of care" to provide emergency shelter, transitional housing and access to Single Room Occupancy apartments, in tandem with specialized support services. Through its diversity of services, the Center is experiencing exciting growth providing an excellent opportunity for an enthusiastic Executive Assistant looking to be an integral part of a unique and fast paced organization.

**Job Summary:**

This position has primary responsibility for providing efficient administrative support to the CEO. The Executive Assistant will serve as the receptionist for the Administrative Offices and provide support to other senior executives and Corporate Services as needed. This role will assume specific responsibilities in support of the Board of Directors.

**Responsibilities Include:**

- Provide a broad range of administrative support to the CEO and other executives
- Proactively manage the CEO calendar and assist Corporate Services VP with day to day administrative support for Center team members
- Proactively manage and support executive calendars as needed for effective and efficient coordination and logistics of Center events and meetings.
- Support Board of Director meetings, coordination, scheduling and other activities
- Attend monthly Board of Directors meetings taking notes as requested; prepare Board materials in advance of meetings
- Handle all mail, filing, general organization of the administrative offices
- Manage and maintain an inventory of office supplies, distribute and order as needed
- Project manage other ad-hoc projects or event coordination as needed

**Education, Skills and Essential Functions:**

- Bachelor's Degree; with at least 3 years of administrative experience
- Possess the highest level of integrity, confidentiality and discretion
- Highly collaborative style with the "Hospitality" gene and excellent communication skills
- Excellent organizational skills, time management and attention to detail
- Requires excellent interpersonal skills to interact with all levels of internal and external customers including Management, Board of Directors, donors, volunteers and government officials
- Advanced computer skills; proficient in MS Office with particular focus on calendar management and Power Point presentation preparation