



## Executive Assistant

### JOB DESCRIPTION

#### **BUSINESS DESCRIPTION**

A Better City advances Boston's and the region's economic health, access, sustainability, and quality of life through applied research, planning, targeted services, and advocacy. In pursuit of its mission, A Better City brings together work in the three core program areas of transportation and infrastructure, land use and development, and energy and the environment.

#### **POSITION DESCRIPTION**

This is a full-time position supporting the staff of A Better City in the areas administration and office management. This position will report to the President & CEO and the Administrative Director.

#### **KEY TASKS & RESPONSIBILITIES**

- Office administrative assistance including but not limited to; scheduling/coordinating calls and meetings, meeting preparation, meeting call reminders, maintaining President & CEO's calendar/contacts, including tickler files and assisting in travel planning logistics
- Prepares letters, memos, emails and other communications for President/CEO.
- Responsible for timely coordination of membership dues letters and notices – production, mailing and follow-up
- Assists Administrative Director with financial duties such as bill preparation and research
- Track and maintain inventory of offices supplies
- Assist with office meetings preparation and logistics: materials preparation, calls, set-up and cleaning, A/V, catering and ensuring meeting rooms are ready for future use
- Assist with production of general staff correspondence as needed
- Assist with banking functions
- Assist with filing
- Assist with office management IT support and facilities oversight
- Supports other organizational activities and staff as directed

#### **DESIRED KNOWLEDGE/SKILLS**

- Well-organized, excellent attention to detail, efficient and able to coordinate several projects simultaneously.
- Excellent interpersonal skills and ability to work with senior level executives
- Knowledge of Microsoft Office – Outlook, Word, Excel, PowerPoint
- Ability to analyze, summarize, and communicate information
- Cooperative and flexible; readily adapt to changing needs, circumstances and business goals
- Team-oriented with problem-solving and communication skills
- Ability to handle sensitive information in a confidential manner

#### **EXPERIENCE/EDUCATION**

- Bachelor's Degree and 2-4 years of business experience in an administrative position preferred

#### **HOURS/COMPENSATION**

- 40 hours/week
- Salary commensurate with experience. Benefits include health and dental insurance, transit subsidy, Hubway membership, short and long term disability plans, group life insurance, 401(k) plan, and generous holiday and vacation schedule

#### **HOW TO APPLY**

A Better City is an equal opportunity employer with a convenient downtown Boston location. Cover letters and resumes will be accepted via email only to [careers@abettercity.org](mailto:careers@abettercity.org) until the position is filled.