



## **Footsteps Executive Assistant Job Description**

**Job Title:** Executive Assistant  
**Reports to:** Executive Director  
**Position Type:** Full Time, Non-Exempt

### **Organizational Overview**

Footsteps supports and affirms individuals and families who have left, or are contemplating leaving, insular ultra-Orthodox Jewish communities in their quest to lead self-determined lives. Through our broad array of programs, critical supports and access to essential resources, Footsteps creates a vibrant community that celebrates the triumphs and advocates for the concerns of our members. We have served more than 1,500 individuals since our founding in 2003 and we have an annual budget of just over \$3M. To learn more visit [www.footstepsorg.org](http://www.footstepsorg.org).

### **Executive Assistant**

Footsteps has an exciting opportunity for an individual to provide overall executive-level coordination and support to the Executive Director in all aspects of her daily activities, including the fundraising efforts of this rapidly growing organization. The ideal candidate is passionate about Footsteps' mission, energetic, extremely detail oriented, thrives in a fast-paced environment, highly professional and discreet, and has strong interpersonal skills along with excellent written and verbal communication skills.

### **Key responsibilities include but are not limited to:**

- Manage the Executive Director's calendar, scheduling and confirming appointments and coordinating travel arrangements
- Receive and screen all incoming calls and/or visitors to the Executive Director's office and ensure appropriate follow-up to requests
- Support the Executive Director in managing email inbox; draft correspondence with external constituents and document key correspondence in database
- Partner with the development team to support the Executive Director's fundraising work: attend departmental meetings, coordinate meetings with donors and prospects, and support the Executive Director with preparation for and during events
- Support the Executive Director's preparation for and follow-up from meetings; document in donor database
- Provide support in preparation and execution of board meetings
- Take, transcribe, and disseminate meeting notes
- Work with other staff to coordinate the Executive Director's speaking engagements
- Schedule external meetings for the Associate Director and Director of Development as required
- Prepare expense reports and reimbursements in a timely fashion
- Assist with special projects in conjunction with the Executive Director

**Desired Competencies:**

- Impeccable standards with meticulous attention to detail
- Highly organized and able to manage multiple complex tasks
- Excellent written and verbal interpersonal communication skills
- Flexible work style with the ability to work under tight deadlines and shifting priorities
- Motivated self-starter capable of working independently as well as within a team environment
- Ability to exercise independent judgement, problem solving, and discretion
- High level of professionalism with the ability to maintain sensitive and confidential information

**Qualifications:**

- Passion for Footsteps' mission and values
- 2+ years relevant work experience providing administrative support in a dynamic, high-energy environment
- Proficient in Microsoft Excel, Word, and PowerPoint; knowledge of Salesforce a plus
- Ability to work occasional late evenings and weekends
- Previous experience in the nonprofit sector a plus

**Location:** New York City

**Start Date:** Immediate

**Starting Salary Range:** \$44,000-\$50,000, commensurate with experience

**How to Apply**

For immediate consideration, please send your resume and cover letter to [opportunities@footstepsorg.org](mailto:opportunities@footstepsorg.org) and indicate your name and "Executive Assistant" in the subject line. Applications will be reviewed on a rolling basis.

*We thank you for your interest in career opportunities with Footsteps. Due to high volume, only those candidates selected for an interview will be contacted.*

*Footsteps is an equal opportunity employer. Immigrants, people of color, formerly ultra-Orthodox individuals, LGBTQIA people, people with disabilities, and people who come from poor and working-class backgrounds are strongly encouraged to apply. Footsteps does not discriminate on the basis of race, color, religion, sexual orientation, gender identity or expression, national origin, age, disability, marital or veteran status, or any other legally protected status. We provide competitive salaries and benefits.*