

LSNYC seeks an Executive Assistant to work in our central office.

#### Our Organization:

Legal Services NYC fights poverty and seeks racial, social, and economic justice for low-income New Yorkers. For more than fifty years we have challenged systemic injustices that keep people in poverty and provided legal services that help our clients meet basic needs for housing, income and economic security, family and immigration stability, education, and health care. LSNYC is the largest civil legal services provider in the country; our staff of nearly 650 people in neighborhood-based offices and outreach sites across all five boroughs helps over 110,000 New Yorkers annually. We partner with scores of community-based and member-run organizations, elected officials, law schools, public agencies, pro bono lawyers, and the courts to maximize our effectiveness. Our work fights discrimination and helps to achieve equity for low-income New Yorkers.

#### Role & Responsibilities:

The Executive Assistant is a manager who will be located in LSNYC's Central Office, report to the Executive Director, and provide administrative support to the Executive Director and other members of the Executive Leadership Team. The Executive Assistant serves as the primary point of contact between the Executive Director and external constituencies; as a liaison to the board of directors and executive and senior leadership teams; and as coordinator among the Executive Leadership Team. Additionally, the Executive Assistant organizes and manages leadership outreach, certain external affairs, and special projects. The Executive Assistant must be creative and enjoy working in a large not-for-profit organization that is mission-driven and community-oriented. The ideal candidate will be a skilled and diplomatic communicator, possess excellent administrative and organizational skills, and demonstrate a track record of exercising sound judgment in complex situations and maintaining balance among competing executive priorities. The Executive Assistant will have the ability to work independently on projects, from conception to completion, must be able to work under pressure at times to handle a wide variety of activities and exercise sensitivity and discretion on confidential matters.

Key Responsibilities include:

- Completes a wide variety of administrative tasks, including managing appointments and executive calendars; preparing and coordinating correspondence; preparing requisitions and purchase orders, and performing research and compiling documents ahead of important meetings.
- Supports the Executive Director's external relationships by helping to ensure timely responses to inquiries and coordinating external meetings for the ED.
- Provides administrative support for other members of the Executive Leadership team.
- Manages and attends bi-monthly LSNYC board meetings, including preparing and distributing board packets, taking minutes, preparing resolutions, engaging directly with board members to facilitate the work of the board, and assisting with board member travel to meetings as needed. Provides support as needed for board orientation, committee meetings, and other board matters.
- Prioritizes conflicting needs; handles matters expeditiously and proactively; and follows through on projects to successful completion, often with deadline pressures.
- Maintains confidentiality and discretion.
- Assists with other duties and special projects as assigned.

#### Experience & Qualifications:

A seasoned executive assistant, with a Bachelor's degree and a minimum of five years of professional executive administrative experience in a law firm or not-for-profit environment. Able to handle multiple and competing priorities with sensitive timelines. Must have experience supporting high-level executives or other senior management.

Qualifications include:

- Proficient in software tools, including but not limited to Word, Excel, Outlook, and the Internet.
- Strong written and verbal communication skills.
- Excellent customer service skills.
- Identifies and solves issues promptly.
- A team player willing to help others in their departments whenever necessary.
- Extremely organized and able to multi-task.
- Conscientious concerning work completion, deadlines, and time management.
- Takes initiative in the face of obstacles, identifies what needs to be done, and takes action.
- Demonstrates commitment to LSNYC's vision, mission, diversity, equity and inclusion, and other core values.

#### Health Recommendation

All employees are strongly encouraged to continue to receive and maintain up-to-date Covid-19 vaccinations unless they are

unable to for medical or religious reasons.

#### How to Apply

Interested applicants should e-mail a cover letter, resume, and writing sample to: [Jobpostings@lsnyc.org](mailto:Jobpostings@lsnyc.org). Please type in Subject line: **Executive Assistant**

LSNYC is an equal-opportunity employer. People of color; women; people with disabilities; people over age 40; and gay, lesbian, bisexual, and transgender people are welcome and encouraged to apply.

Salary Range: \$72,000-\$108,000