Position: **Executive Administrative Associate**
Location: New York, NY
Reports to: Chief Executive Officer
Hours: Full-time (40 hours/week), some evenings/weekends

About Jericho Project

Jericho Project is a nationally-acclaimed nonprofit ending homelessness at its roots by enabling homeless individuals and families to attain quality housing, employment and mental and physical health services. The 34-year-old nonprofit serves over 2,500 individuals, including 700 veterans, annually. Jericho has been a key partner in New York City's initiative to end veterans' homelessness, and is leading bold, innovative strategies to do the same for families and young adults.

Our programs touch four cornerstones of a person's life: housing, employment, wellness and family stability. We create a culture of "moving on" through a foundation of housing and supportive services provided by expert program specialists and case managers.

We have over 400 units of supportive housing including 7 residences in the Bronx and Harlem, as well as scatter-site apartments throughout NYC. A new residence at Walton Avenue in the Bronx is under construction.

About the Position

Jericho Project is seeking an energetic and entrepreneurial Executive Administrative Associate for its Administrative Office. The Associate will work closely with the C-suite, Board, and Senior Management to develop and implement organization policy, assist in strategic planning and policy reviews, manage supportive housing development projects, back-up general administrative tasks, and perform special projects as required.

Please note that this position will begin in September 2017.

Responsibilities:

➢ Manage the administration of supportive housing acquisition, development, and renovation projects.
➢ Liaise with C-suite and Board members on Sponsor Review and related compliance matters.
➢ Assist C-suite with strategic planning and policy review.
➢ Assist the Chief Executive Officer with scheduling and running various internal and external meetings.
➢ Organize and take minutes for meetings of the Board of Directors.
➢ Maintain comprehensive policy and procedure records and ensure periodic review of policies, procedures, and forms.

- ➢ Keep records of organization's properties, contracts, and entities, update as necessary, and provide information about them as requested.
- ➢ Manage the General Services Administration (GSA) contract
- ➢ Serve as back-up System Administrator function for various internal and external databases and reporting portals, including TMS, ECM, AWARDS, and SAGE. Also serve as back-up in ensuring data quality for these systems.
- ➢ Serve as back-up agency liaison to HMIS Data Specialist at NYC CCOC, AWARDS Project Managers and Implementation Specialists and TMS Support Staff
- ➢ Support Human Resources and Administration Associate in greeting visitors, directing incoming phone calls, and distributing mail and packages.
- ➢ Carry out other duties as assigned by the Chief Executive Officer and other senior staff.

Requirements:

- ➢ Bachelor's degree required, preferably in a field with substantial writing and research requirements.
- ➢ Must possess superior critical thinking and organizational skills, as well as excellent written and verbal communications ability.
- ➢ Must be able to work in a team oriented setting.
- ➢ Data analysis skills and experience is a plus.
- ➢ Proficient with Microsoft Office Suite programs.

Compensation:

Salary is commensurate with experience. Jericho Project offers a comprehensive benefits package.

How to Apply:

Interested applicants must submit a resume and cover letter with salary requirements to:

Human Resources Department
Jericho Project
Job Code: Executive Administrative Associate
245 W. 29th Street, Suite 902
New York, NY 10001
Fax 646.624.2301
careers@jerichoproject.org

No Phone Calls Please.

Jericho Project is an equal opportunity employer that does not discriminate in its hiring practices and, in order to build the strongest possible workforce, actively seeks a diverse applicant pool. www.jerichoproject.org