



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

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### **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 8 residences in the Bronx and Harlem, as well as scatter-site apartments throughout NYC.

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### **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, assist with the management supportive housing development projects and grants, back-up general administrative tasks, and perform special projects as required.

Please note that this position will begin in July 2019.

### **Responsibilities:**

- Assist with 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.
- Schedule, prepare documents, and take minutes for Board of Directors meetings and Board Committee meetings.

- 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.
- Assist with government grant writing and copy editing.
- Assist Director of Government Contracts and Data Quality with internal auditing initiatives and database management.
- Assist with Commission on Accreditation of Rehabilitation Facilities (CARF) certification compliance, including coordinating risk and performance management meetings, maintaining policies, and other administrative tasks.
- Assist in the planning and implementation of quarterly Resident Advisory Committee meetings.
- Support Human Resources and Administrative 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.
- Must be able to quickly acquire new skills and knowledge
- Data analysis skills and experience is a plus.
- Proficient with Microsoft Office Suite programs.
- Must have a passion for Jericho's mission of ending homelessness.

### **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. 29<sup>th</sup> 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](http://www.jerichoproject.org)*