



Position: Executive Administrative Associate
Location: New York, NY (some remote)
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 41-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 600 units of supportive housing including 8 residences in the Bronx and Harlem, as well as scatter-site apartments throughout NYC.

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 CEO and other C-suite executives, Board, and Senior Management to develop and implement organization policy, assist in strategic planning and policy reviews, schedule and attend meetings, assist with the management of supportive housing development projects and grants, conduct general administrative tasks, and perform special projects as required.

Responsibilities:

- Assist with the administration of supportive housing acquisition, development, and renovation projects.
- Liaise with C-suite and Board members on Sponsor Review, Conflicts of Interest, and related compliance matters.
- Assist C-suite with strategic planning and policy development and review.
- Assist the Chief Executive Officer and other senior staff with scheduling and running various internal and external meetings. Attend select meetings and take minutes. Ensure that action items are followed up on in a timely manner.

- Schedule, prepare documents, and take minutes for Board of Directors meetings and Board Committee meetings. Send reminders for meetings at least one week before and confirm attendance before meetings are held.
- Participate on Jericho's ASPIRE Workgroup that oversees social and racial justice initiatives.
- Help to plan and implement the annual Juneteenth Day of Service.
- 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 with Commission on Accreditation of Rehabilitation Facilities (CARF) certification compliance, including coordinating risk and performance management meetings, maintaining policies, and other administrative tasks.
- Maintain compliance and prequalification status for accreditors and/or funding portals.
- Assist in the planning and implementation of quarterly Resident Advisory Committee meetings.
- Secure a Notary Public license (if the candidate doesn't already have one).
- Provide back-up to the Office Manager.
- Support Human Resources and Administrative Associate in office management as needed.
- Obtain a Notary license, if not already secured.
- 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.
- At least 2-3 years of post-college employment experience is required. Nonprofit experience is preferred.
- Must possess superior critical thinking and organizational skills, as well as excellent written and verbal communications.
- Must be able to work in a team-oriented culture.
- Must be able to work effectively on a hybrid remote basis.
- Must be able to quickly acquire new skills and knowledge.
- Data analysis skills and experience are a plus.
- Proficient with Microsoft Office Suite programs.
- Must have a passion for Jericho's mission of ending homelessness.

Compensation:

The salary range for this position is **\$60,000 to \$65,000 annualized**. Jericho Project offers a comprehensive benefits package. Employees are eligible for a merit increase annually. Merit increases are based on the employee's performance during the prior year.

This position comes with a \$2,500.00 sign on/retention bonus. \$1,500.00 will be paid upon hire with the employee's first processed payroll and \$1,000.00 after successful completion of the employee's introductory period.

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