



# HEAF30

HARLEM  
EDUCATIONAL  
ACTIVITIES FUND

## **Executive Assistant to the CEO**

**Harlem Educational Activities Fund (HEAF)** is a 30-year-old education and youth development organization located in Central Harlem, with a site location in Brooklyn. We are poised for growth and innovation. We work with motivated students to develop their intellectual curiosity, academic ability, social values, and personal resiliency. Our core values: Achievement, Education, Innovation and Leadership --- embody our work culture. Our goal is to transform the communities we serve into places where college readiness and college graduation are the norms.

We are looking for an ***Executive Assistant to the Chief Executive Officer*** who will act as the primary liaison to the HEAF community and externally, interfacing with senior and professional staff members, board members and funders. The ***Executive Assistant to the Chief Executive Officer*** will perform broad, confidential, and time-sensitive work assignments and is responsible for the daily coordination of meetings and the daily operations within the Office of the CEO with evolving business needs and high energy. The role is responsible for coordinating the Chief Executive Officer's calendar, engagements and logistics supporting her leadership of the organization with a strong command of computer skills, empathy, and flexibility. This position promotes a welcoming and productive working environment for all internal and external constituents.

## **The Executive Assistant role involves several functions:**

- **Calendaring:** maintaining, coordinating, and updating, CEO's calendar for meetings, appointments, travel, and visits.
- **Board work:** acting as a Board of Directors' liaison for meetings, sending out materials and taking minutes for meetings.

- Expenses: managing and processing the CEO's expense reports for review and payment.
- Contacts: creating updates and maintains user-friendly contact database.
- Event planning: for CEO small events.
- Providing other administrative support as needed.

### **Qualifications:**

- Ideal candidate has been an Executive Assistant to CEO/Executive Director.
- Bachelor's degree preferred and a minimum of five years of successful administrative experience.
- High energy presentation and excellent written and oral communication skills with an innate ability to work in a fast-paced environment while managing various competing priorities.
- Superior ability to multi-task in calm professional manner with operational flexibility given sudden unpredictable business needs; willingness to work outside standard established business hours are necessary.
- Excellent strategic calendar management skills including the coordination of executive meetings.
- Ability to work effectively with all levels of staff including internal and external stakeholders, with frequent developing business needs.
- Keen ability to proactively anticipate changes and adjust accordingly.
- Demonstrated excellent customer service capability and mindset; business savvy and professionalism required to handle prestigious client base discreetly with tact and diplomacy in difficult, confidently, or sensitive situations.
- Highly proficient knowledge and use of Microsoft Office applications (including Word, Excel, and PowerPoint).

## Benefits

Health and dental insurance, vacation, holidays, commuter benefits, 403b retirement plan FSA (Flexible Spending Account), etc.

## How to Apply

[HEAFPresident@gmail.com](mailto:HEAFPresident@gmail.com)  
<http://www.heaf.org>

- Interested candidates should submit a cover letter and resume addressed to [HEAFPresident@gmail.com](mailto:HEAFPresident@gmail.com)
- Please include “Executive Assistant” in the subject line. No phone calls please.