

## **Executive Assistant**

**Department:** Executive

**FT/PT:** Full-Time

**Job Status:** Non-Exempt

**Reports to:** President and Chief Development Officer

## **KEY RESPONSIBILITIES**

The Executive Assistant is responsible for supporting the President and Chief Development Officer (the “CDO”) in their job functions and generally serving as representative of the roles and the organization. The Assistant schedules all meetings for The Trust’s President and CDO, manages their calendars and answers their phones as needed. The Assistant executes all follow up from meetings and tracks a wide range of projects/tasks executed by the President.

In this role, the Executive Assistant interacts with the offices of public officials, key stakeholders, high-profile individuals and others on a regular basis. The Assistant also acts as a liaison for Governors Island, answering all inquiries by the general public and others about the Island, its public activities, and future plans for the Island.

Other responsibilities include:

- Drafting correspondence.
- Greeting and situating visitors who have meetings with the President/CEO and the Chief Development Officer.
- Handling logistics for all company-wide events such as the annual Holiday party (location, set up, meals, RSVP confirmations, etc.).
- Liaising for Governors Island by, for example, answering inquiries by the general public about the Island and activities and events on the island.
- Administrative duties.
- Other projects as assigned by the President or CDO.

## **QUALIFICATIONS**

### **Education:**

Bachelor’s degree required.

### **Experience:**

Three to five years' of work experience supporting a senior executive.

**Skills and Abilities:**

- Superior organizational skills.
- Strong written and verbal communication skills.
- Ability to interact with a diverse range of individuals including public officials, key stakeholders, high-profile New Yorkers and members of the public.
- Flexibility to manage multiple tasks and projects at once.
- Project management: ability to manage a project from initiation to completion.
- Ability to prioritize information and execute tasks in a timely, efficient manner.
- Taking initiative, being proactive, and having a resourceful approach to work.
- Ability to work in a unique, often fast-paced environment.
- Commitment to working for a team and advancing The Trust's mission.

**TO APPLY**

Please send a cover letter and resume as a single PDF document to [jobs@govisland.org](mailto:jobs@govisland.org) with "Executive Assistant" in the subject line. No phone calls please.

All new hires must be vaccinated against the COVID-19 virus unless they have been granted a reasonable accommodation for religion or disability. If you are offered employment with the Trust, this requirement must be met by your date of hire, unless a reasonable accommodation for exemption is received and approved by the Trust.

The Trust for Governors Island does not discriminate on the basis of age, color, disability, genetic information, marital status, membership in an employee organization, military service, national origin, parental status, political affiliation, race, religion, sex (including gender identity), sexual orientation, sexual and other reproductive health decisions, or other non-merit factor.

**ABOUT THE TRUST FOR GOVERNORS ISLAND**

The Trust for Governors Island (The Trust) is a nonprofit corporation created by the City of New York. It is responsible for the redevelopment and operation of 150 acres of Governors Island. The Trust's mission is to realize the full potential of Governors Island, demonstrating a bold vision for public space. For more information, visit [www.govisland.org](http://www.govisland.org).