

JOIN OUR TEAM

EXECUTIVE ASSISTANT

What We Are Looking For: A professional, detail-oriented team player who can work independently, manage confidential information, and build positive relationships with diverse stakeholders. Experience working with non-profit boards is a plus!

Key Responsibilities

- Provide administrative and executive support to the Executive Director
- Coordinate Board meetings, reports, correspondence, and records
- Manage procurement activities and vendor invoicing
- Serve as liaison at the direction of the Executive Director
- Provide exceptional customer service and office management support

Qualifications

- Associate's degree in Office Management or related field
- 3+ years of Executive Assistant experience
- Strong Microsoft Word, Excel, and Outlook skills
- Excellent communication, organization, and customer service skills

Salary

Determined Based on Experience

Job Type

Full—Time

Interested? Send your resume to Alicia Davis at

adavis@newbernha.org



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