



Executive Assistant

Reports to: President & CEO

Hours/Week: 37.5 **OT Required:** Yes **FLSA:** Non-Exempt

Summary:

The Executive Assistant will provide support to the executive management of Hudson River Park Trust consisting of the President & CEO, CFO, EVP with some additional duties for the VP of Finance. The Executive Assistant will provide critical administrative and general office support, which include managing multiple calendars, setting up Board meetings, answering phones, preparing emails, letters and memorandums, creating PowerPoint presentations, entering checks and organizing, scanning and archiving project files and assisting with the administrative components of special projects as assigned. This position requires an excellent communicator with both initiative and discretion in prioritizing work and performing duties that are generally complex and confidential in nature.

The following description represents a multi-skilled position that includes the following: scheduling, researching, ability to collate information and develop emails, letters, memorandums, spreadsheets and PowerPoint presentations and manage incoming and outgoing mail. The Executive Assistant must be organized; detail oriented, and possesses good judgment. The Executive Assistant must have the ability to deal with a diverse group of external callers and visitors as well as internal contacts at all levels of the organization. Independent judgment is required to plan and organize a diverse workload. Overtime work may be required at times.

Background:

The Trust is a public benefit corporation created by act of the New York State Legislature and a 501(c)(3) charitable organization. The mission of the Trust is to design, construct and maintain a prominent 4 mile long waterfront park on the west side of Manhattan. The Park includes landscaped public piers and display gardens, lawn areas, ecological planting zones, athletic fields, esplanades, docks, public sculptures and other special features. Also located within the Park are several commercial facilities, including the Pier 40 parking garage, Pier 57 development site, Circle Line excursion piers and Chelsea Piers. The Trust covers its \$25 million annual operating budget through rents, permits, fees, grants, donations and other private sources. Approximately 75% of the Park has been constructed with a mix of State, City and Federal capital funding, with most of the remaining unbuilt park in design and/or construction. Total investment in all facilities within the Park is approximately \$600 million.

Specific Tasks & Responsibilities:

The responsibilities of this position shall primarily include, but are not limited to, the following:

- Scheduling meetings for executive staff as requested. Working closely with executives to establish and maintain priority of meetings, appointments and other engagements;
- Managing executive calendars and confirming appointments, meetings and deadlines, setting up Board meetings;
- Take notes and send action items for weekly senior staff meetings
- Monitoring and directing incoming phone calls and correspondence;
- Managing emails - drafting, responding, prioritizing and ensuring that email traffic is dealt with appropriately and promptly;
- Developing and preparing presentations, meeting agendas and communication materials as needed;
- Developing and maintaining filing system; working with and securely maintaining confidential information;
- Assisting reception desk as needed;
- Contributing to special projects as needed; and
- Ad hoc assignments at the request of Executive Management.

Desired Skills & Experience

- Bachelor's Degree or the equivalent of 2 -4 years executive level administrative experience. in Liberal Arts or other relevant area;
- 2 - 4 years' experience supporting high level executives;
- Excellent verbal and written communication skills;
- Practice patience and strong personal relations skills
- Excellent MS Word, PowerPoint, Excel, Outlook and Project skills are required;
- Ability to prioritize, multi-task and change direction quickly;
- Excellent follow through skills;
- Superior interpersonal, organizational and presentation skills; and
- Ability to speak confidently and courteously to visitors and callers.

Preferred Skills:

- Valid driver's license with a clean history; and
- Experience and interest in working for a public agency with a focus on public open space and urban planning issues.

Compensation / Benefits:

Competitive salary and excellent benefits package including: paid holidays, vacation time, sick and personal time, medical, dental and vision insurance, and participation in New York State Pension System.

Application Process:

Interested applicants should submit a resume and cover letter to the Director of Human Resources at the email indicated **Indicate Job Code: HRPT-EA2019 in the subject line of the email** to: resumes@hrpt.ny.gov

No phone calls please.

More information on the Hudson River Park is available at:

www.hudsonriverpark.org

The Hudson River Park Trust is an Equal Opportunity Employer