



**Monarch Housing Associates
Experienced Executive Assistant
Job Description**

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Monarch Housing Associates is a mission driven, results oriented, state wide non-profit consulting firm. Our vision is that every person will have quality affordable, permanent housing that fosters freedom, independence and community integration. Our mission is to expand the supply, accessibility and variety of affordable, permanent supportive housing. This is accomplished through housing development, planning, advocacy/policy work and partnership with stakeholders across the state. Monarch offers support to our partners in developing and financing affordable and supportive housing, and developing and implementing plans to end homelessness.

Staff

Taiisa Kelly
Chief Executive Officer

Asish Patel
Chief Operating Officer

Peter Gensicke
Chief Financial Officer

General Description:

Monarch Housing Associates is seeking an Executive Assistant to support the Chief Executive Officer. The executive assistant will perform a wide range of tasks to support the CEO in fulfilling agency and program goals. The EA will be a critical part of the Monarch team supporting the CEO in specific activities and serving as a resource to the agency staff in supporting program implementation.

Duties and Responsibilities:

- Maintain CEOs calendar, schedule meetings & coordinate necessary arrangements
- Track contracts and consulting agreements, coordinate with team leads to verify progress and collection of supporting documentation
- Design, implement and maintain efficient processes to manage administrative work
- Plan and manage logistics for meetings and events
- Manage meeting materials and documentation such as agenda development, meeting minutes, summary of outcomes/next steps, distribution of materials & follow up to ensure completion
- Develop and/or review, format and proofread correspondence and other materials for accuracy and completeness
- Provide support in development and update of operation practices, policies and procedures and training materials
- Draft and coordinate collection of articles and materials for website, proofread and edit materials as necessary
- Organize and advise on maintenance and structure of electronic files
- Collect and summarize information relevant to agency activities from state and national partners, articles and media reports
- Coordinate with vendors and support staff in the maintenance of agency processes.



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Requirements

At Monarch Housing Associates we pride ourselves on being cutting edge and mission driven. We are looking for a candidate who will assist us in advancing the agency mission of expanding the supply of affordable and supportive housing across the state. We expect all staff to embody our core values: Housing is a Right; Independence; Collaboration; Excellence; Integrity; and Advocacy. All team members are oriented towards innovation; are driven to make a difference in our community; understand the importance of teamwork and collaboration to achieve our collective goals and are courageous in pushing for change. The ideal candidate will integrate into this agency culture and support us in our work to create housing opportunities for all.

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Chief Operating Officer

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Chief Financial Officer

The ideal candidate should have excellent interpersonal skills, the ability to anticipate needs, adapt and respond quickly to evolving needs and changing dynamics. In addition, the ideal candidate must be able to communicate effectively, demonstrate a high level of discretion and critical thinking as well as have sound judgement in addressing confidential information. The position requires a high level of organizational skills and the ability to prioritize and multitask to support the CEO in overseeing a variety of projects.

- Ability to anticipate needs and make independent decisions
- Ability to work independently and collaboratively
- Ability to problem solve and identify solutions even when a clear process or standard is not present
- Ability to learn quickly and expand knowledge base as necessary to complete tasks effectively
- Demonstrate sound judgement and the ability to balance working independently with seeking guidance to ensure alignment with agency goals and mission
- Excellent oral and written communication skills
- Strong interpersonal skills
- Keen attention to detail and strong organizational skills
- Ability to multitask, prioritize and follow through to manage workflow
- Competent collaborator and skilled cross-functional communicator.
- Strong time manager with respect for deadlines.
- Ability to identify errors and solve problems.
- Decisive and critical thinker.
- Ability to use discretion when handling confidential and sensitive materials
- Self awareness of one's strengths and weaknesses and ability to seek support and training to build in areas of concern



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- Advance knowledge of MS suite of products: Office, Outlook, Excel, Word, Powerpoint, Teams and comfort with MAC operating systems.

Salary: Commensurate with experience in range of \$45,000 - \$55,000. Full benefits package includes: Health, Dental and Vision insurance, 401K, 401K match, generous time off, professional development opportunities

Send cover letter, resume to:

Taiisa Kelly, Monarch Housing Associates
Fax: (908) 628-1055
Mail: 29 Alden Street, Suite 1B, Cranford, NJ 07016
E-Mail: tkelly@Monarchhousing.org

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