

## OFFICE MANAGER/EXECUTIVE ASSISTANT (NEW YORK, NY)

**Repair the World** is a new national nonprofit organization dedicated to building the field of Jewish service learning and making service to others a defining element of American Jewish life.

The organization, headquartered in Midtown Manhattan with a satellite office in Seattle, began an exciting start-up phase in 2009. We are continuing to build a small team of fast-paced, highly talented individuals to help shape the future of the organization and ensure the success of its mission. Repair the World provides an entrepreneurial, collegial and results-oriented culture.

Repair the World has an opportunity for a flexible, self-starting, thoughtful and organized individual to work closely with the CEO and Director of Finance and Operations. The individual will report to the Director of Finance and Operations. The ideal candidate for this position will have a keen mind, attention to detail, boundless energy and the ability to prioritize and complete multiple tasks in a skillful and timely fashion. As the frontline representative of the organization to internal and external partners, the Office Manager/Executive Assistant must produce excellent work: clear, concise, accurate and well-organized. The individual must take initiative in identifying problems and crafting solutions—and have strong interpersonal skills to help implement those solutions with good judgment, discretion and tact.

### RESPONSIBILITIES

- Manage scheduling, travel arrangements and other administrative tasks for the CEO
- Organize and maintain paper and electronic files, including accounting cycle materials
- Manage and improve procurement and other office systems; monitor and reorder office and kitchen supplies
- Review and distribute incoming correspondence
- Research various topics and prepare reports
- Draft, proofread and edit written materials
- Coordinate special projects
- Take minutes at meetings and prepare summary action reports
- Support office equipment, phone system, networking hardware, computers and Apple software (such as iCal and Mail), including serving as a liaison to information technology support consultant and equipment leasing firm
- Maintain appearance of common work areas (such as reception, supply room and conference rooms), including serving as liaison to building management and waste removal vendor
- Answer phone and greet visitors

### REQUIREMENTS

- 3-5 years of experience in a similar position
- Motivated self-starter
- Comfortable learning quickly
- Flexible, with the ability to work under shifting priorities
- Exceptionally organized and detail-oriented
- Able to manage multiple complex tasks and logistics

- Excellent writing, editing and proofreading skills
- High-energy, outgoing personality with a good sense of humor
- Highly professional demeanor; able to represent CEO and organization effectively to diverse audiences
- Track record of demonstrating sound judgment
- Excellent interpersonal skills
- Capable of working independently as well as collaboratively
- Commitment to issues of volunteerism
- Skilled in Microsoft Office applications
- Experience troubleshooting Apple hardware and software

## COMPENSATION

Exceptional benefits package and highly competitive salary offered.

## HOW TO APPLY

Please email hiring at [werepair.org](mailto:hire@werepair.org), subject line "Office Manager/Executive Assistant," with your résumé and cover letter. In your cover letter, include an example of a time when you have implemented efficiencies.

## EQUAL EMPLOYMENT OPPORTUNITY

The organization provides equal employment opportunities to all applicants and employees without regard to race, color, religion, gender, sexual orientation, gender identity, gender expression, age, alienage or citizenship status, creed, genetic predisposition or carrier status, national origin, disability condition, marital status, status as a disabled or Vietnam era veteran or any other protected characteristic as established by law. In addition, the Organization affirmatively seeks to advance the principles of equal employment opportunity as it applies to all policies and procedures relating to recruitment and hiring, compensation, benefits, termination, and all other terms and conditions of employment.