



50 East 168th Street, Bronx, New York 10452

www.WHEDco.org

Title: Program Assistant
Location: 50 East 168th Street, Bronx, NY 10452
Reports to: President

The Women's Housing and Economic Development Corporation (WHEDco), a Bronx-based nonprofit housing and community development organization, seeks a Program Assistant. WHEDco has worked for twenty years to build a more beautiful, equitable, and economically vibrant Bronx. We reach 35,000 people annually through energy-efficient, healthy and affordable homes; early childhood education and youth development; home-based childcare microenterprise and food business incubation; and family support. See www.whedco.org for more information.

WHEDco is an Equal Employment Opportunity Employer. All employment decisions are made without regard to race, sex, sexual orientation, national origin, color, religion, age, disability, veteran status, genetic information or any other status protected by federal, state or local law.

Job Summary: WHEDco seeks a highly-motivated team player with a commitment to WHEDco's mission to provide support to WHEDco's President and senior management team.

Responsibilities:

- Provide administrative support to WHEDco's President including managing appointments and scheduling, coordinating meetings, and creating communications materials and talking points.
- Coordinate and document WHEDco's Board of Directors meetings
- Assist the President and General Counsel with legislative advocacy and lobbying initiatives
- Provide general support to the office including supply orders, liaising with the Information Technology department, and overseeing conference spaces
- Provide support for WHEDco's public relations and media efforts, including event and volunteer coordination
- Assist the President and the Development and Communications teams with special projects

Qualifications:

- Bachelor's degree required
- At least 3 years previous relevant work experience required
- Excellent organizational skills and attention to detail
- Experience creating presentations and marketing materials
- Strong verbal and written communication skills and problem solving skills
- Must be a self-starter, able to work independently with strong attention to detail
- Must be able to proactively multi-task and adapt to changing and competing needs
- Experience in MS Office and excellent computer skills, including excel and powerpoint
- Experience with Adobe Creative Suite and web-based software desirable
- Proven ability and/or demonstrated work experience in successfully maintaining confidentiality
- Creativity and a sense of humor

Excellent benefits and competitive salary based on experience. WHEDco is an equal opportunity employer.

To apply, send a cover letter and resume to one of the following:

Email: ExecAssist@whedco.org

Fax: **718-839-1170**

Mail: WHEDco, 50 East 168th Street, Bronx, NY 10452

Attn: **Human Resources**