

Executive Assistant Position

Building Futures is a growing community-based organization with an energetic, experienced and committed staff. Our pre-apprenticeship program works with Rhode Island's urban residents to help prepare them for careers in the construction industry through registered apprenticeship programs. Our staff is also involved in policy and system change work, interacting with a variety of constituencies locally and nationally.

Executive Assistant Position

This position will support the Director and other senior staff in a wide range of administrative related tasks and will be able to work independently with little or no supervision. Job duties include but are not limited to:

- Maintaining contact list, filing system, and schedule for director
- Responding to inquiries and appropriately fielding questions and email requests
- Scheduling and arranging logistics for a variety of meetings with external partners
- Documenting meetings accurately and concisely
- Preparing and sending necessary notes and materials to meeting participants in a timely fashion
- Conducting research on particular topics and summarizing findings
- Assisting with public relations and media events
- Drafting PowerPoint presentations, charts and reports

Qualifications: Bachelor's degree or equivalent work experience. Candidates must possess excellent writing, oral communication and interpersonal skills with the ability to interact with a diverse range of individuals; be exceptionally organized and detail oriented; have the ability to prioritize a variety of tasks and to perform work on short deadlines while maintaining quality and accuracy. Candidates must have advanced computer skills with proficiency in MS Word, Excel, PowerPoint, Outlook, and Access.

This is a full-time grant funded position with benefits.

Cover letter and resume are required; please send your responses to cpizarro@provplan.org by Friday, February 12, 2010. Please specify 'Executive Assistant' in the subject line.