



Job Announcement for the Position of Executive Assistant

Employment Opportunity

ACC seeks an Executive Assistant who will report to the Executive Director. The incumbent will provide both general and advanced administrative support related to all areas of ACC's operations, including but not limited to institutional and programmatic strategic planning, governance, board relations, fundraising, programs, communications, finance, human resources, operations and administration.

The Executive Assistant will handle highly confidential material and frequently interact with the ACC board chair, trustees, and senior executives internal and external to ACC.

She/he/they must have an aptitude for maintaining relationships, understanding the Executive Director's strategic goals, and working independently. She/he/they will facilitate communication between ACC's New York headquarters and four offices in Asia, and within the New York office. She/he/they will manage special projects as needed and will perform all other tasks assigned by the Executive Director.

Position Duties and Responsibilities:

Duty/Responsibility	Percentage of Time
Board Relations/Institutional Strategy	50%
<ul style="list-style-type: none">▪ Support the Executive Director in all tasks and efforts to identify and build both short and long terms strategic planning for the organization and alignment amongst ACC constituents to achieve its goals.▪ Coordinate two annual board meetings in New York or Asia and numerous committee meetings throughout the year. Manage day-of logistics for meetings, delegating to other staff as necessary.▪ Prepare meeting agendas and materials and write meeting minutes. Follow through to execute meeting deliverables in coordination with the Executive Director and other senior staff, with particular emphasis on work related to board nominations and governance.▪ Assist with the planning of board dinners, events, and trips.▪ Support the Executive Director by researching materials and preparing reports, briefings, and presentations for the board.▪ Gain familiarity with ACC bylaws and other governance policies to ensure compliance with all such policies.▪ Maintain board-related files and calendars and draft correspondence.	
Development and Communications	30%
<ul style="list-style-type: none">▪ Contribute to the writing, editing, proofreading, and copyediting of fundraising and communications materials. This may include donor correspondence, grant proposals and reports, annual reports, newsletters,	

invitations, and event programs.

- Work closely with Development staff to ensure timely follow-up with donors and prospects.
- Contribute to prospecting, grant-related research, and special event planning as needed.
- Vet materials before they reach the Executive Director.

Administrative Support

20%

- Collaborate effectively with other staff/departments to ensure seamless operations between the Office of the Executive Director and all departments.
- Provide executive and administrative support to the Executive Director, including: managing a robust calendar of meetings; fielding a wide variety of inquiries from internal and external constituents; anticipating needs and next steps to assist the Executive Director.
- Organize annual Staff Week for all staff: create the schedule and plan meeting agendas in consultation with senior staff; coordinate travel, accommodations, and catering; arrange cultural outings; follow-up on meeting deliverables.
- Organize staff events and opportunities to build teamwork and a healthy, organizational interdependent culture.
- Manage complex international travel logistics and create corresponding itineraries; prepare detailed expense reports in multiple currencies.
- Bridge communication between Asia and New York offices, and in the New York office delegate tasks on the Executive Director's behalf.
- Take meeting notes for all-staff meetings, and participate in senior staff meetings to keep track of deliverables.
- Provide support to the executive team as needed.
- Open, read, log and route mail addressed to the Executive Director and the Board Chair. Reply to correspondence as needed. Maintain a tracking system to follow-up on correspondence when necessary.
- Organize and maintain filing system and manage data within various databases on behalf of the Executive Director.

Skills and Abilities

- Exceptionally strong interpersonal skills, including the ability to consistently be diplomatic, tactful, and have a sense of humor while maintaining the professionalism.
- Excellent written, research, verbal, analytical, and organizational skills.
- Ability to manage multiple projects, and to be flexible, detail-oriented, and able to prioritize while working under pressure and meeting short deadlines.
- Ability to operate independently, set goals, and be disciplined in achieving them with minimal supervision. Resourceful and able to exercise sound judgement.

- Ability to interact with all levels of staff, trustees, and leaders from other organizations with awareness of and sensitivity to cultural difference.
- General familiarity with nonprofit finances and budgeting.
- Fluency using computers, software and technology applications.
- Ability to develop sound knowledge and understanding of ACC's Program.

Education and Experience

- Bachelor's degree required.
- At least five years' administrative experience preferred. Project management, supervisory responsibilities, or significant accomplishments may be considered in lieu.
- Experience in or knowledge of non-profit organizations required.
- Fundraising experience strongly preferred.
- Familiarity and interest in the arts, Asia, and cultural exchange.
- Intermediate communication abilities in one or more Asian languages a plus.

Compensation and Benefits

ACC offers competitive compensation and employee benefits including 401k plan, medical, dental, vision insurance, and generous paid leave options.

Application Process

ACC is an equal opportunity employer. Applicants must be eligible to work in the U.S. To apply, please submit your resume and a cover letter describing your interest and qualifications. Applications should be emailed to opportunities@accny.org with EXECUTIVE ASSISTANT in the subject line. This position is open immediately. No telephone calls or email inquiries please. For more information on ACC, visit www.asianculturalcouncil.org.