

EXECUTIVE ASSISTANT AND OFFICE/PROJECT MANAGER Job Posting

The Executive Assistant and Office/Project Manager (EAOPM) will join a team of passionate professionals. The EAOPM provides high-level administrative, project, and office management support by conducting research, preparing statistical reports, managing and routing information requests, and performing bookkeeping and office management, board liaison and executive admin, and special projects coordination functions.

The ideal candidate for this position is an innovative, enthusiastic professional who communicates effectively with a wide range of partners and stakeholders.

This is a 37.5 hour full-time, exempt-level, Connecticut-based, benefits eligible position. Travel is statewide within CT, 10% primarily during the business day. Some nights, weekends, and out-of-state may be required. ***Travel will be based on CDC guidelines.***

This is a hybrid position, which will require attendance in our East Hartford, CT office in January 2023.

A cover letter with your resume is required for consideration

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Administrative Support for Co-Leaders, Board of Directors and Human Resources
- Supervision and Management of organizational office and bookkeeping functions
- Coordination of Special Projects
- Other Administrative Professional Duties as Assigned

ADVANCED KNOWLEDGE AND SKILLS

- **Admin Support** - administrative and office procedures and systems such as word processing, managing files and records, transcription, designing forms, and other office procedures and terminology.
- **Written Communication** - structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.
- **Customer Service** - principles and processes for providing customer services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.
- **Computers and Electronics** - electronic equipment, computer hardware, and software, including Office365, QuickBooks, CRM, and web-based applications.
- **Administration and Management** - business and management principles involved in strategic planning, resource allocation, human resources modeling, leadership technique, project management methods, and coordination of people and resources.

MINIMUM QUALIFICATIONS

- 5-7 years of advanced Executive Assistant, Office Manager and Bookkeeping experience required.
- Bachelor's Degree required.
- Proactive, self-starter, strong attention to detail, and ability to follow through on multiple tasks in a fast-paced environment.
- Proficiency with data management and technology applications.
- Personal qualities of integrity, credibility, and a commitment to The Governor's Prevention Partnership's mission and core operating principles.
- Must have transportation and a valid Connecticut driver's license for travel throughout Connecticut
- PMP or related certification preferred
- CPS certification preferred
- Full COVID-19 vaccination required
- Must be able to travel 10% of the time, and attend meetings, conferences, and other events during normal business hours, and occasionally during evening and weekend hours.

Salary Range: \$73,000 - \$78,000

A cover letter with your resume is required for consideration

Closing Date: December 19, 2022

Reference posting ID #EAOPM22: Anita@PreventionWorksCT.org