



**Job Title:** Special Assistant to the Executive Director

**Reports To:** Executive Director

**Location:** Lower East Side, New York City

**Hours:** Monday - Friday/35 hours per week, Hybrid work option, with two days per week remote

**Salary:** \$56,000 - \$61,000

### **Organization Overview**

Nazareth Housing is a nonprofit organization dedicated to promoting housing stability and economic mobility among vulnerable families and individuals in New York City. Since 1983, we have empowered clients to build pathways out of poverty and prevent homelessness through services such as emergency family shelter, supportive housing, homelessness prevention, and immediate needs assistance.

### **Position Summary**

The Special Assistant to the Executive Director will provide comprehensive support to the Executive Director, handling a wide range of tasks from high-level strategic initiatives to essential administrative duties. This role requires a proactive, detail-oriented professional committed to Nazareth Housing's mission and values.

### **Key Responsibilities**

#### **Project Management (30%)**

- Strategic Initiatives: Support the Executive Director in managing strategic projects, ensuring deadlines and objectives are met.
- Research and Analysis: Conduct research and prepare briefing materials on homelessness prevention policy, funding opportunities, and community needs.
- Budget Development and Review: Prepare and analyze budget materials to support organizational initiatives.

#### **Communications (30%)**

- Content Development: Assist in preparing presentations, staff communications, and donor outreach. Develop and prepare talking points, emails, and briefing memos on key organizational items
- Social Media: Work with our communications consultant to develop social media content.
- Representation: Represent the Executive Director in select external meetings, taking notes and ensuring follow-up on action items.

#### **Administrative Support (25%)**

- Meeting Coordination: Schedule and organize meetings, including preparing agendas, taking detailed minutes, and ensuring timely follow-up on action items.

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- Document Preparation: Prepare materials for Board of Directors meetings, leadership meetings, and donor visits.
- Logistical Support: Provide logistical assistance for key events, including stakeholder meetings, fundraisers, and community gatherings

#### **Other (15%)**

- Volunteer Engagement: Coordinate periodic volunteer activities. Work with database manager to keep volunteer records up to date.
- Property Management: Serve as primary point of contact with property management company.
- Leadership Support: Provide support to the entire leadership team as needed.
- Other Duties: Perform other duties as assigned by the Executive Director

#### **Qualifications**

##### Skills

- Exceptional organizational and multitasking abilities.
- Strong writing, editing, and communication skills.
- High level of professionalism and discretion.
- Proficiency in Google Suite and familiarity with project management tools.
- Ability to work independently and adapt to a fast-changing environment.

##### Education:

Bachelor's degree in Public Administration, Nonprofit Management, Social Work, or a related field preferred.

##### Experience:

Minimum of 2-4 years in an administrative or executive support role, preferably within a nonprofit organization or a NYC government agency.

##### Commitment:

A strong dedication to Nazareth Housing's mission and values.

#### **Application Process**

Interested candidates should submit a resume, cover letter, and a writing sample to [jobs@nazarethhousingnyc.org](mailto:jobs@nazarethhousingnyc.org) with the subject line "Special Assistant to the Executive Director Application." Applications will be reviewed on a rolling basis until the position is filled.

*Nazareth Housing is an Equal Opportunity Employer that recruits and hires qualified candidates without regard to race, religion, sex, sexual orientation, gender identity, age, national origin, ancestry, citizenship, disability or veteran status.*