



Jack, Joseph and Morton Mandel Foundation



Executive Assistant Job Description

The Neighborhood Leadership Development Program (NLDP) uniquely develops the diverse leadership abilities of engaged Clevelanders who are committed to creating a city and region which works for everyone. NLDP is comprised of three interlocking program facets. The program's core curriculum is an eleven-month sixteen-session leadership training and development program. Secondly, NLDP manages a multi-layered graduate support program. It's third facet is the provision of consistent program coaching for participants and graduates of the program.

The Community Development Corporation Leadership Program (CDCLP) engages high level CDC directors, board presidents and other CDC leaders to help improve their leadership skills and their professional capacity to make a greater impact on the neighborhoods they serve through education, coaching, and experiential activities that involve critical issues facing CDCs and neighborhoods. Each Cohort will consist of 12 sessions over 10 months that will address issues and best practices that CDC leaders are facing.

NLDP/CDCLP are seeking an Executive Assistant for its leadership development and community engagement programs based in Cleveland, Ohio. A successful candidate must have a passion for leadership development in our community, a devotion to lifelong learning, and the ability to be flexible and be able to handle multiple responsibilities in multiple areas of the programs that will grow over time.

Position Description:

Reporting to the Program Director, the Executive Assistant will handle a wide range of administrative, organizational and executive support related responsibilities. The Executive Assistant uses discretion, judgment and knowledge of the organization when dealing with all persons related to NLDP/CDCLP.

Job Duties and Responsibilities:

- Schedules Program Director's meetings and teleconferences upon request.
- Maintains a full comprehension of the organization's philosophy, operations and procedures.
- Assists with program communications and mailings.
- Maintains all program records systems in a confidential manner.
- Helps coordinate logistical planning of specified meetings and events.
- Directly assists Program Director with projects/sessions.

NLDP/CDCLP are Programs of The Jack, Joseph, and Morton Mandel Foundation

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- Attends NLDP/CDCLP sessions and other meetings and events as required.
- Develops office forms and updates documents.
- Conducts research and compiles data on a variety of topics and issues.
- Maintains and updates computer files.
- Assists/Manages scheduling during organization-wide job searches.
- Schedules/Manages cohort recruitment and selection process, open position interviews and NLDP/CDCLP events.
- Prepares outgoing correspondence.
- Is proficient with office equipment of all types and has mastered all relevant computer programs such as Microsoft Office which are important to the operation of the NLDP/CDCLP.
- Answers and transfers incoming calls.
- Any and all other duties as may be requested.

Qualifications:

- Bachelor's degree preferred.
- Five or more years of experience in a fast-paced environment.
- Extremely strong organizational skills.
- Excellent writing, verbal, and interpersonal skills.
- Creativity and flexibility are essential in assuming significant responsibility.
- Experience working with racially, ethnically, and socioeconomically diverse urban populations.

Compensation:

Salary Range: \$55,000 - \$65,000 per year + Benefits

To Apply:

Applications must be received by **Friday, May 27th at 5pm.**

Email your cover letter, resume and three references in a PDF format to: Olivia Wuest at owuest@nldpcleveland.com with the subject line "Application for NLDP/CDCLP Executive Assistant."

For more information about NLDP and CDCLP, go to nldpcleveland.com and cdclp.org.

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The mission of the Jack, Joseph and Morton Mandel Foundation is to contribute to the flourishing of the United States and Israel as just, inclusive, compassionate and democratic societies, and to improve the quality of life of all citizens in both countries. The Foundation's major areas include leadership development, management of nonprofits, humanities, Jewish life and urban engagement.

NLDP/CDCLP is currently working in-person from our office in Cleveland and is holding in-person program sessions; therefore, we require all staff persons to be vaccinated for COVID-19 and to provide proof of vaccination.

AN EQUAL OPPORTUNITY EMPLOYER