



Neighborhood Leadership Development Program | CDC Leadership Program

**Executive Assistant
Job Description**

NLDP and CDCLP are seeking an Executive Assistant to provide quality executive support to the Program Director and administrative assistance as needed for one or both programs. A successful candidate must have a desire to be part of an organization wholly committed to the improvement of Cleveland's neighborhoods, have the ability to be flexible and able to handle multiple responsibilities.

Program Descriptions:

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. The program's core curriculum is an eleven-month sixteen-session leadership training and development 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 in Cleveland's neighborhoods.

Position Description:

Reporting to the Program Director, the Executive Assistant will handle a wide range of administrative, organizational and executive support related responsibilities. These tasks include management of the Program Director's schedule and all other duties necessary to assist in the operation of both programs and other related Foundation activities. The Executive Assistant must maintain a full comprehension of the organization's philosophy, operations and procedures and use discretion, judgment and knowledge of the organization when dealing with all persons related to NLDP/CDCLP.

Job Duties and Responsibilities:

- Manages Program Director's professional commitments, including scheduling meetings, teleconferences and all other matters related to the optimum administrative operation of NLDP/CDCLP and other related programs
- Manages the scheduling interface between NLDP/CDCLP and other community related projects
- Assists/Coordinates with program communications and mailings
- Schedules and coordinates cohort recruitment and selection process, open position interviews and NLDP/CDCLP events
- 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 and attends NLDP/CDCLP sessions and other meetings and events as requested
- Maintains office forms and updates documents on an as-needed basis
- Conducts research and compiles data on a variety of topics and issues
- Maintains and updates computer files
- Prepares outgoing correspondence upon request
- Answers and transfers incoming calls
- Manages other projects and any other duties as assigned
- This position may over time include more responsibilities in community-engagement related activities

Qualifications:

- Bachelor’s degree preferred
- Three or more years of experience in a fast-paced environment
- Extremely strong organizational skills
- Excellent writing, verbal, interpersonal and critical-thinking skills
- Proficient with office equipment of all types and all relevant computer programs, such as Microsoft Office, which are important to the operation of the NLDP/CDCLP
- Creativity and flexibility are essential in assuming significant responsibility
- Experience working with racially, ethnically, and socioeconomically diverse urban populations

Compensation: Salary Range: \$55,000 - \$62,500 per year + Benefits

To Apply:

This position will remain open with interviews to begin on or around **Tuesday, February 21st, 2023.**

Email your Cover Letter, Resume and Three References to: Sandra Kluk at skluk@nldpcleveland.com.

For more information about NLDP/CDCLP go to nldpcleveland.com and cdclp.org or watch our program videos on our [YouTube page](#).

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

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 up to date with their vaccinations against COVID-19, including all eligible boosters based on age. You are considered up to date with your COVID-19 vaccines, according to the CDC, if you have completed a COVID-19 vaccine primary series and have received the most recent booster dose recommended for you by CDC.

WE ARE AN EQUAL OPPORTUNITY EMPLOYER