



Established in 1968, IBA – Inquilinos Boricuas en Acción is a dynamic community development corporation in Boston's South End. IBA's mission is to empower and engage individuals and families to improve their lives through high-quality affordable housing, education, and arts programs.

We are looking for:
EXECUTIVE ASSISTANT
(Full-Time)



This position is for you if you:

- ▶ Want to be part of a mission-driven organization serving the evolving needs of Boston's Puerto Rican and Latino-identified community.
- ▶ Know how to craft new ways of doing things and comfortable in a Dynamic and fast-paced environment.
- ▶ Recognize that an organization committed to engaging constituents must also deeply engage employees.
- ▶ Go the extra mile to achieve the organization's goals.
- ▶ Are curious! When you see a problem, you ask questions and seek multiple points of view to create a solution.
- ▶ Can prioritize competing interests, juggle multiple priorities and meet deadlines.

ESSENTIAL JOB FUNCTIONS

- ▶ Provides senior level administrative operations services to the CEO, COO the leadership team, and the Board of Directors.
- ▶ Facilitates timely communications and quality logistical support for the, CEO, COO, the leadership team, HR, Finance, Institutional Advancement, and the Board.
- ▶ Answers phone calls and emails, coordination of calendars, scheduling meetings for CEO and COO in priority and action order.
- ▶ Prepares and provides administrative assistance, such as writing and editing emails, drafting memos and communications, creates spreadsheets, charts and graphs on the executive's behalf.
- ▶ Prepares and provides comprehensive and accurate records and back-up materials for callbacks, meetings, events, among others.
- ▶ Organizes electronic and paper files; tracks email and paper correspondence; mails and faxes documents; copies and assembles materials for distribution.
- ▶ Manages the logistics of meetings, events and programs, including recording minutes and action steps for the same, as needed.
- ▶ Represents CEO, COO and leadership team in meetings as needed.
- ▶ Coordinates preparation for Board, Board Committee, Executive Staff, Staff, Community among other meetings, including meeting logistics, compilation of information and materials, timely preparation and distribution of Board packets.
- ▶ Maintains the official log of Board activities and documents (minutes, attendance, committee reports, conflict of interest forms, etc.).
- ▶ Assists with Board orientation as designated.
- ▶ Coordinates Corporate Membership Drive and recruitment for resident Board members.
- ▶ Serves as a diplomatic gatekeeper for the Executive office.
- ▶ Take the lead on major employee Activities and Events i.e. Annual holiday lunches, employee appreciation, summer cook-out, etc.
- ▶ Participates in Leadership Team meetings and maintain meetings' minutes and attendance.
- ▶ Participates fully in the organization annual Agency events, Three Kings Day, Membership Drive, Board Elections, Festival Betances, and other events related to the community.
- ▶ Other duties as may be directed and needed.

GENERAL COMPETENCIES AND QUALIFICATIONS REQUIREMENTS

- ▶ Bachelor's degree in business administration or related field.
- ▶ Minimum 5+ years in supporting high level executives in a very fast paced and busy environment, office management, and administration support experience required.
- ▶ Excellent verbal and written communications skills.
- ▶ Bilingual, Spanish -English, preferred.
- ▶ Ability to manage multiple tasks accurately and within deadlines.
- ▶ Ability to work autonomously and in a team setting.
- ▶ Must demonstrate flexibility project coordination experience, and the ability to work well with all levels of internal management and staff, as well as outside clients and vendors.
- ▶ Strong knowledge of MS Office (Word, Excel, PowerPoint and Outlook), Google Drive, online platforms and internet research skills.
- ▶ Outstanding organizational and project management skills, with the ability to drive complex, multi-faceted projects forward to deliver results on time; advanced problem-solving and decision-making skills and the ability to multi-task and handle a high-pressure environment with timeline.
- ▶ Excellent interpersonal skills, including, the ability to provide helpful, diplomatic support to donors, Board members and other external stakeholders.
- ▶ Good moral character and integrity, strong sense of confidentiality, mature judgment and a strong sense of responsibility and dedication.
- ▶ Highly positive and enthusiastic style; capable of motivating others.
- ▶ Experience working in an urban community with diverse population.
- ▶ Customer Service oriented.

COMPENSATION AND BENEFITS

IBA is proud to offer very competitive \$70,000 salary, commensurate with experience, and a robust benefit plan that includes an 80/20 premium cost share for comprehensive health, dental and vision insurance; a generous HRA provided by the company (\$8,550 or \$17,100 based on single and family coverage) and other built in supports that significantly reduces or eliminates out of pocket medical expenses. We offer a 401K plan with annual employer contribution, generous paid time off and free parking (limited availability).



Work Culture:

IBA is located in Boston's historic South End in the multiculturally rich community of Villa Victoria. We value teamwork and collaboration, believe in developing leaders and foster a culture of excellence. Our commitment to inclusion, equity, empowerment and community building is inherent in IBA's mission, imbedded in our values and demonstrated in the ways we work together to achieve mission impact and outcome goals.

To apply please submit a resume and cover letter to:

Organization: Inquilinos Boricuas en Acción, Inc.
Location: Boston, MA
FLSA Classification: Exempt
Supervisor: Chief Executive Officer

ibaboston.isolvedhire.com



As an EOE/AA employer, IBA will not discriminate in its employment practices due to an applicant's race, color, religion, sex, national origin, sexual orientation, gender identification, veteran, or disability status.