



Job Title: Executive Assistant to the President and CEO

About Us:

The St. George Theatre Restoration Inc, a 501©3 non-profit organization, is dedicated to the restoration of the theatre and the development as a cultural and performing arts center for Staten Island and all of New York City by providing community outreach, educational programs, and public performances. The St. George Theatre, Staten Island's premier 1,900 seat performing arts venue is currently seeking an Executive Assistant to the CEO.

Job Description:

Reporting directly to the President and CEO, the Executive Assistant provides executive support. The Executive Assistant serves as the primary point of contact for internal and external constituencies on all matters pertaining to the Office of the President and CEO. The Executive Assistant also serves as a liaison to the board of directors and senior management teams; organizes and coordinates executive outreach and external relations efforts; and oversees special projects and programs. The Executive Assistant must be creative and enjoy working within a small, entrepreneurial environment that is mission-driven, results-driven and community oriented. The ideal individual will have the ability to exercise good judgment in a variety of situations, with strong written and verbal communication, administrative, and organizational skills, and the ability to maintain a realistic balance among multiple priorities. The Executive Assistant will have the ability to work independently on projects and must be able to work under pressure at times to handle a wide variety of activities and confidential matters with discretion.

Essential Duties and Responsibilities:

Organizing and maintaining all files, databases, and records for the President and CEO
Print, scan documents
Track all artist and rental contracts
Schedule meetings and send reminders to the CEO
Transcribe Board minutes, send notices out to the Board.
Preparing and editing correspondences, reports, and presentations
Send out Fed-Ex packages when needed.
Order office and other supplies, when needed.
Assist with special projects and fundraising events
Protect operations by keeping information confidential.
Other

Educational Background Required:

Bachelor's degree in arts management, business, communications, or equivalent professional experience

Skills and Abilities:

Highly organized with exceptional attention to detail and deadlines
Must be proficient with Microsoft Word, Outlook, Excel and PowerPoint.
Excellent written and verbal communication skills are required.
Commitment to customer service.
Close attention to detail and follow-through in all responsibilities
Experience with using donor database programs and email deployment programs.
Comfortable with working in a collaborative team environment. Self-motivated, energetic learner.
Must be available for some evening or weekend events.

Compensation:

Salary range: \$18-\$24 an hour, based on skill set and experience for 32-40 hours a week
To be paid bi-weekly
Health and Dental Plans available
Paid Vacation