



Executive Assistant & Manager of Special Projects

About OneTable:

At OneTable, an online and in person community, we help people in their 20s and 30s find, enjoy and share Shabbat dinners and make the most of Friday night. We have offices in eight cities and have more than 100,000 users in 185 cities across the US. For more information: onetable.org.

JOB DESCRIPTION:

The Executive Assistant to the Executive Director (ED) & Manager of Special Projects is an essential, full-time position in OneTable's HQ in NYC. The Executive Assistant works closely with the ED and is responsible for the oversight of the administrative activities of the executive office including, but not limited to, supporting ED's development activities, managing administrative functions, completing special projects, calendar coordination and assistance with Board activities and communications.

The ideal candidate is kind, highly organized, detail-oriented, calm under pressure, confident and collaborative, and thrives in a fluid, fast-paced and entrepreneurial environment.

Essential Functions:

Executive Assistant to Executive Director:

- Works closely with OneTable ED and manages day-to-day operations of the Executive Director's office
- Schedules ED meetings, manages calendars and incoming/outgoing telephone calls
- Organizes ED meeting and call notes and tracks them in Salesforce CRM
- Drafts, proofreads and/or edits correspondence and sends on ED's behalf as applicable
- Exercises independent judgment and discretion to interpret and handle requests for appointments and information, routes them to others and/or handles them, as appropriate
- Plans and books ED's travel and itinerary
 - Collaborates with colleagues to make sure that all materials are prepared for meetings with funders and strategic partners
- Manages ED's expenses and reimbursements

- Provides information and serves as primary liaison with those who may be conducting business with the ED
- Supports ED in fundraising for OneTable
 - Researches funders and prepare ED for meetings
 - Manages ED's fundraising events
 - Tracks development activities in CRM and manages ED's priorities
- Limited office management (e.g. ordering supplies, booking conference rooms, registering guests, etc.)

Manager of Special Projects and Board Support:

- Flexibility to take on special projects as they come up
 - Work with ED on fundraising events
 - Handles the logistics and execution of fundraising events, which include the ED
- Coordinates ED's work with the Board of Directors.
 - Manages the administration, logistics, meetings and follow-up for the Board of Directors, and committees.
 - Specific responsibilities include agenda creation, master calendaring, gathering/distributing materials, preparing meeting notes and monitoring actions items
- Manage agenda for weekly all-staff meeting

Key Attributes:

- Outstanding organizational, prioritization skills and time management skills
- Excellent interpersonal, written and verbal communication skills and exemplary attention to detail
- Proficiency with Google Drive required and ability to quickly learn new technologies, including Salesforce
- Ability to work effectively and diplomatically with all members of the OneTable community, including the Board, donors, and staff
- Demonstrated ability to take initiative, anticipate the ED's needs and determine urgent matters that require the ED's attention
- Ability to work in a virtual environment
- Ability to set priorities, work independently, multi-task with regular interruptions, problem solve, maintain confidentiality and coordinate projects successfully
- Schedule may include some evening or weekend hours, as needed
- You'd rather get things done than complain. You understand the importance of proposing solutions for any obstacle in your way.

- You're an exceptional communicator and translator. You can hear what a person says and doesn't say, you understand non-verbals are a major part of the package, and you can pivot accordingly.
- Bachelor's Degree

Compensation Package: Salary is negotiable; commensurate with experience.

All employees are offered a full benefits package including health, dental, vision insurance, 403b matching after one year, pre-tax TransitChek, flexible spending account, short and long-term disability and life insurance. But that's not all -- OneTablers get paid time off and all the Jewish holidays off. Our office is fun and collaborative and full of other start-up folks.

Location: OneTable's national office in New York City (WeWork NoMad)

To Apply:

[Click](http://www.onetable.org/careers-apply) to fill out our online application: www.onetable.org/careers-apply
Questions? Email careers@onetable.org

Equal Opportunity Employer:

OneTable provides equal opportunity to all people regardless of race, color, ethnicity, religion, national origin, sex, gender (including pregnancy), sexual orientation, gender identity and expression, body configuration, age, disability, marital status, height, weight, or political belief. This policy applies to all employees and applicants for employment.