



239 West 49th Str.
New York, NY 10019
646-726-4299

Job Title: Special Assistant to the Executive Director
Supervisor: Executive Director
Job Status: Salaried Exempt (Full-Time)
Job Hours: 35 hours per week
Location: Administrative Offices
Compensation: Commensurate with experience

About Encore: For over 40 years, Encore Community Services has provided care to the elderly of the Clinton, Times Square, and Midtown communities, so that they may live with dignity and decency in a safe and caring environment. Encore provides a comprehensive array of programs for older New Yorkers including supportive and affordable housing, home delivered and sit-down meals, case assistance, education, recreation, and friendly visiting. The organization takes a “no wrong door approach” to ensure Seniors are able to access all of their neighborhood and other entitled resources so they may age in place comfortably for as long as possible. Encore is at an exciting inflection point in its development. With the arrival of a new Executive Director the organization is working to build off of a rich history to deepen its services and scale the work of giving back to seniors. Encore is keenly aware that the demographics of Older New Yorkers is rapidly evolving. Therefore, Encore must also evolve to ensure the health, mental health, and economic stability of New York’s diverse and vibrant senior community.

About Position:

The Special Assistant (SA) to the Executive Director (ED) will be a mission driven, motivated, talented, and enthusiastic professional with extraordinary communication skills and strategic thinking ability, and someone who is trusted to represent the interests of the ED and organization in all settings. This is a rare and unique opportunity for an aspiring nonprofit executive to use their sharp facilitative leadership skills to shape long-term strategy for a critical mission focused nonprofit in the heart of Manhattan’s Midtown/Theater district. The SA will provide support to the ED through leading special projects and initiatives and will play a facilitative role with the Management Team. The SA will serve as a facilitator for key staff groups, such as the senior management team, and will assist the ED and other Executive Team members with tracking tasks, holding staff members accountable, and supporting interdepartmental projects. The SA will also attend Board meetings and assist the Board secretary with documentation and meeting management. We are particularly interested in candidates who have exceptional social media leadership skills, strong research and presentation skills, project management, and executive office management experience.

Job Responsibilities:

- Assist the Executive Director in planning, strategy, management, communications and operations of all aspects of organization;
- Provide leadership over special projects and initiatives that are high priorities, **such as the 2021 Encore Strategic Planning Taskforce**;
- Assist the ED in evaluating and ensuring that all policies are equitable, inclusive and fair; Facilitate administrative functions of the Executive Director’s Office such as ordering supplies, communicating with stakeholders, and managing the Executive Director’s calendar, particularly as it relates to meetings with Board members, funders and other high priority stakeholders;
- Assist the secretary of the Encore Community Services Board, specifically with scheduling meetings and maintaining all notes, minutes, physical and electronic files of the Board;
- Assist the Executive Director and Development Director with funder management including communicating with funders and paying special attention to detail when making arrangements for the ED and/or Development Director to meet with funders;



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- Assist the Board secretary with the creation of reports for the Board, funders, and government departments;
- Support planning and preparation for meetings of staff including the creation agendas and supporting materials;
- Evaluate opportunities to expand external partnerships and funding prospects and assist in the cultivation of those relationships;
- Serve as a resource to management team members in moving toward department goals;
- Support the management team in developing and implementing strategic plans;
- Participate in the design and monitoring of assessment tools and outcome measurements;
- Other functions, projects and responsibilities as assigned by the Executive Director

Job Qualifications:

- Commitment to helping Older New Yorkers live independent and dignified lives;
- Significant and demonstrated work experience in a related job;
- Excellent technology skills, particularly in the areas of social media;
- Exceptional and demonstrated facilitative leadership skills;
- Exceptional and demonstrated verbal and written communication skills;
- Demonstrated understanding of nonprofit governance organizational management;
- Malleable mindset and ability to persuade others while also keeping an open mind;
- Multi-lingual (especially English and Spanish) strongly preferred;
- Enthusiasm, creativity, initiative, and sense of humor

How to apply: Email **Resume** and **Cover Letter** to jobs@encorenyc.org. In the subject line, please indicate **“Special Assistant to the Executive Director”**

Due to the high volume of applicants, only qualified candidates will be contacted. No phone calls please. Encore Community Services is an equal opportunity employer and does not discriminate on the basis of race, color, gender, socio-economic status, marital status, national or ethnic origin, age, religion or creed, disability, or political or sexual orientation. Reasonable accommodations may be made to enable individuals with disabilities as defined by the ADA to perform the essential functions of the job.