



## **Monarch Housing Associates Executive Assistant Job Description**

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### **Staff**

Taiisa Kelly  
Chief Executive Officer

Asish Patel  
Chief Operating Officer

Monarch Housing Associates is a mission driven, results oriented, state wide non-profit consulting firm. Our vision is that every person will have quality affordable, permanent housing that fosters freedom, independence and community integration. Our mission is to expand the supply, accessibility and variety of affordable, permanent supportive housing. This is accomplished through housing development, planning, advocacy/policy work and partnership with stakeholders across the state. Monarch offers support to our partners in developing and financing affordable and supportive housing, and developing and implementing plans to end homelessness.

### **General Description:**

Monarch is seeking an Assistant to support the Chief Executive Officer. The Assistant will perform a wide range of tasks to support the CEO in fulfilling agency and program goals. The Assistant will be a critical part of the Monarch team supporting the CEO in specific activities and serving as a resource to the agency staff in supporting program implementation.

### **Duties and Responsibilities:**

- Maintain CEO's calendar, schedule meetings and coordinate necessary arrangements
- Plan and manage logistics for meetings and events
- Manage meeting materials and documentation such as agenda development, meeting minutes, summary of outcomes/next steps, distribution of materials and follow up to ensure completion
- Develop and/or review, format and proofread correspondence and other materials for accuracy and completeness
- Organize electronic and physical files
- Support for email management and follow up
- Perform other related duties as assigned

### **Requirements**

The ideal candidate will integrate into this agency culture and support us in our work to create housing opportunities for all. They should have excellent interpersonal skills, the ability to anticipate needs, adapt and respond quickly to evolving needs and changing dynamics. In addition, they must be able to communicate effectively, demonstrate a high level of discretion and critical thinking as well as have sound judgement in



addressing confidential information. The position requires a high level of organizational skills and the ability to prioritize and multitask to support the CEO in overseeing a variety of projects.

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- Ability to work independently and collaboratively
- Ability to learn quickly and expand knowledge base as necessary to complete tasks effectively
- Excellent oral and written communication skills
- Strong interpersonal skills
- Keen attention to detail and strong organizational skills
- Ability to multitask, prioritize and follow through to manage workflow
- Strong time manager with respect for deadlines
- Ability to identify errors and solve problems
- Ability to use discretion when handling confidential and sensitive materials
- Self awareness of one's strengths and weaknesses and ability to seek support and training to build in areas of concern
- Advanced knowledge of MS suite of products: Office, Outlook, Excel, Word, Powerpoint, Teams, along with Adobe and comfort with MAC operating systems
- Applicants must be authorized to work for any employer in the U.S. We do not currently sponsor for immigration or work permit applications.

**Job Schedule and location:** Full-time hours, generally M-F, 9:00am-5:00pm. Must be willing to work occasional hours outside normal work hours. Must be able to come into the Monarch office in Cranford as needed. Occasional travel around the state of New Jersey may be required.

**Salary:** Approximately \$50,000. Full benefits package available, including fully paid Health, Dental and Vision insurance, 401K, 401K match, generous time off, and professional development opportunities.

Monarch is an Equal Opportunity/Affirmative Action Employer and is committed to diversity, equity, and inclusion in its workforce. We encourage candidates that will help us live out this commitment to apply.

Send cover letter and resume to:  
Asish Patel, Monarch Housing Associates  
E-Mail: [apatel@Monarchhousing.org](mailto:apatel@Monarchhousing.org)