

## Position Summary

This is a remote position for an Executive Assistant/Office Manager

### Company

Community Capital NY

### Company Background

CCNY is a Westchester County, New York based nonprofit lender and Community Development Financial Institution (CDFI) that creates economic opportunities for underserved, historically disadvantaged individuals and communities by funding the development of critically needed affordable housing and providing flexible loans and business coaching to small business entrepreneurs throughout New York State. CCNY is a dynamic organization and is poised for growth and expansion. To learn more, visit our website: <https://communitycapitalny.org>

### Position Summary

Looking for a proactive, resourceful **Executive Assistant** to support the CEO. This role goes beyond traditional administrative support: you'll act as a strategic partner, helping the executives stay focused, move quickly, and scale effectively. In addition to executive support, this role will manage core office operations in a remote environment, ensuring systems, workflows, and administrative processes run smoothly and efficiently. The ideal candidate thrives in ambiguity, anticipates needs, and takes ownership in a high-velocity environment

### Responsibilities

#### Key Responsibilities

- Manage complex, fast-changing calendars for the CEO, balancing internal priorities with external demands
- Coordinate travel, meetings, and logistics with speed and accuracy
- Act as a gatekeeper and trusted liaison between the CEO and internal/external partners
- Prepare briefings, decks, talking points, and follow-up notes
- Support cross-functional projects and ad hoc initiatives as needed

- Manage expenses, invoices, and basic budget tracking
- Help coordinate team meetings, and company events
- Partner with other team members to keep leadership aligned and informed
- Manage and coordinate complex calendars using Microsoft Outlook Calendar and Google Workspace, including scheduling meetings, appointments, and events
- Provide executive administrative support such as drafting correspondence, proofreading documents, and transcribing audio or written materials
- Organize and plan events, meetings, and travel arrangements with attention to detail
- Demonstrates strong proactivity and ownership by anticipating executive needs, independently identifying and resolving issues, and taking full responsibility for outcomes.
- Handle sensitive and confidential information with discretion

## Requirements

- Proven experience in an executive administrative or personal assistant role with strong office management background
- Excellent organizational skills with the ability to multitask effectively in a fast-paced environment
- Proficiency in Microsoft Office (Word, Excel, PowerPoint), Google Workspace, and data entry software
- Strong typing skills along with exceptional proofreading and transcription abilities
- Experience with QuickBooks for bookkeeping tasks preferred
- Familiarity with multi-line phone systems and calendar management tools such as Microsoft Outlook Calendar
- Outstanding phone etiquette and customer service skills
- Demonstrated ability to handle confidential information discreetly
- Strong organizational skills with attention to detail in all aspects of work
- Ability to adapt quickly to new technologies and processes

## Compensation and Benefits

This is a remote position

Salary \$60,000 - \$75,000 based on experience

- Travel reimbursement
- Health insurance
- Retirement plan
- Paid holidays

### **How to Apply**

Please send a cover letter and resume to: [hr@communitycapitalny.org](mailto:hr@communitycapitalny.org)

### **Company Contact**

Community Capital NY

### **Contact Email**

[hr@communitycapitalny.org](mailto:hr@communitycapitalny.org)

### **Expiration Date**