

COMMONWEALTH CORPORATION
2 Oliver Street, 5th Floor
Boston, MA

Position Title:	Executive Assistant
Reports To:	President, Commonwealth Corporation
Classification:	Grade 4, Sr. Professional
Salary Range:	\$65,000 - \$80,000

Who We Are: [Commonwealth Corporation](#) is a quasi-public workforce development agency that strengthens the skills of Massachusetts youth and adults by investing in innovative partnerships with industry, education and workforce organizations. Our primary goals are:

- To build regional industry training partnerships that prepare youth and unemployed workers for jobs in demand that lead to higher rates of employment;
- To upgrade the skills of workers to meet specific employer skill demands leading to more productive and competitive businesses, job growth, retention, upgrades and wage gains; and
- To increase the share of youth engaged in education and employment pathways preparing them for post-secondary education and careers.

Commonwealth Corporation works with hundreds of Massachusetts companies, thousands of new and experienced workers, and thousands of youth and young adults each year.

Among other activities, we:

- Administer the Workforce Training Fund, a trust that awards \$20 million in incumbent worker training grants to companies annually;
- Administer YouthWorks, Massachusetts' subsidized youth employment program;
- Coordinate education and workforce activities for the state's juvenile justice system;
- Implement and sell Signal Success, our soft skills and employability curriculum;
- Operate Governor Charlie Baker's Commission on Digital Innovation and Lifelong Learning, a new, high profile effort to extend education and training to many more people in Massachusetts.

Position Description

Basic Function

Reporting to the President, the role of the Executive Assistant is to ensure that the office of the president is managed with professionalism and responsiveness, to anticipate meetings, activities, and policy agendas and to ensure effective communication with staff, board members, constituencies and stakeholders.

Specifically, the role is to provide high-level support to the President and perform a variety of complex, responsible and confidential administrative, project management and communication responsibilities. This position requires the ability to work independently, exercising judgment and initiative as well as the ability to maintain confidentiality.

Illustrative Duties

1. Manage and anticipate all staffing needs of the President, including but not limited to, scheduling, logistical and content needs of meetings, communication and relationship management.
2. Manage the scheduling and materials development of all Board meetings and all task force and committees that are convened by President.
3. Schedule all meetings for the President including arranging meetings, confirming key appointments, ensuring that the schedule allows time for planning and travel, informing the President of schedule in a timely manner and providing appropriate direction(s) and logistic and content materials to meetings being held out of the office.
4. Assist the President with projects through editing; document and presentation preparation and tracking of items due from other resources/departments.
5. Arrange meetings (reserve appropriate room) for senior staff; maintain clear communication of staff schedules and availability of staff members.
6. Answer, screen, direct and prioritize all incoming calls to the President in a timely and professional manner. Respond to and whenever possible answer general inquiry phone calls.
7. Respond to telephone and email inquiries on a daily basis and assure a timely response to matters arising; maintain an appropriate correspondence log of written and electronic information requests to the President and the reply provided.
8. Ability to arrange, coordinate and follow-through with meetings, and other public events statewide with respective legislators and business people incorporating catering, location, preparation of guest lists, invitations, etc.
9. Provide all work-related travel arrangements, including scheduling transportation, hotel and conference reservations and prepare the appropriate travel reimbursement requests in a timely manner.
10. Screen and route all incoming correspondence addressed to the President. The Executive Assistant will answer routine correspondence on inquiries on the work of the agency when appropriate.
11. Develop and maintain a database of key executive contacts to track activity, agreements, and follow-up items.
12. Ensure effective management systems for the President and other senior staff including scheduling, project tracking and maintaining the President's files.
13. Other job-related duties as assigned.

Knowledges, Skills, and Abilities

- Confidence to be assertive in managing day to day demands on the office of the president, to discreetly advise the president on matters of concern, and to appropriately manage relationships with high level individuals who interact with the president.
- Positive and professional attitude that leaves people, in person or on the phone, through email and in person, with the confidence that they are in good hands, the assurance that they will be listened to attentively, and the trust that they will be responded to with the utmost respect.
- Ability to anticipate scheduling conflicts, future demands on the president's time, and details that need to be attended to in advance and respond accordingly.
- Assistance in preparing written materials and presentations and in organizing meetings.
- Assist in organizing board meetings including notice and attendance, preparing agendas, minutes, materials and briefing books, attending to details such as name cards, media capabilities and food.
- Familiarity with Board document management systems, such as Diligent or similar software, a plus.
- Excellent oral and written communication skills.
- Good judgment and ability to deal effectively with diverse responsibilities in a hectic environment.
- Tact and discretion in dealing with sensitive and confidential matters.

- Excellent organizational, communication and interpersonal skills.
- Ability to handle and prioritize conflicting demands and multiple tasks in a timely manner.
- Ability to work and communicate effectively and diplomatically with all individuals with whom the President interfaces, including state, federal, private sector and international visitors.
- Computer literacy with expert knowledge of Windows environment, data base management; proficient in, MS Word, Excel, Power Point and Access.
- Excellent skills, flexibility, diplomacy, follow-through and rigor.
- Organized, detail oriented.
- Ability to work independently with little supervision or work within a team.
- Ability to exercise good judgment.
- Exceptional relationship skills.

Minimum Qualifications

At least 8-10 years of prior executive assistant experience required. Bachelor’s degree preferred. Ability to multi-task and work under deadline pressures. Excellent interpersonal skills required. A working knowledge of the agency and federal and state government and travel planning experience preferred.

Commonwealth Corporation offers a generous and very competitive benefits packaging, including:

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| • Health insurance (83% employer / 17% employee) | • Short-Term, Long-Term and AD&D Insurance |
| • HRA (Employer pays first 75% of participant deductible expenses) | • Life Insurance up to \$250,000 |
| • Dental insurance (80% employer / 20% employee) | • Employer funded pension plan |
| • Vision Insurance | • Voluntary employee retirement plan options |
| • 12 paid holidays | • Pre-tax parking and commuter benefits (debit card) |
| • 3 weeks accrued paid vacation per year | • Health Flexible Spending Account (debit card) |
| • Generous paid sick time | • Dependent Care Assistance Program (debit card) |

Candidates who meet the minimum qualifications may apply by sending a resume and cover letter to: HrApplicant@commcorp.org

Commonwealth Corporation is an Equal Opportunity Employer