

# FIFTH AVENUE

<b>Job Title</b>	Executive Affairs Coordinator
<b>Reports To</b>	This role reports directly to the President and supports all departments
<b>Compensation</b>	Salary range is \$75,000 – \$90,000, commensurate with experience
<b>Location</b>	New York, NY
<b>Work Hours</b>	9:30 AM – 5:30 PM, with flexibility to start 30 minutes earlier or later; on occasion, hours may vary and require nights and weekends as needed for events, etc.

## Position Summary

The Executive Affairs Coordinator provides high-level administrative support to the President and assists day-to-day needs of all Departments. This position requires exceptional organizational and communication skills, a proactive mindset, and the ability to handle confidential information with integrity and professionalism. The Executive Affairs Coordinator ensures smooth day-to-day operations through effective calendar management, communication coordination, tracking tasks and goals, and support of strategic initiatives. The ideal candidate is a detail oriented, resourceful and adaptable person who is comfortable in a fast-paced collaborative environment where initiative and sound judgment are essential.

The following statements reflect the general responsibilities and standards associated with the performance of this job. This description is not intended and shall not be interpreted as a comprehensive list of all tasks, duties, responsibilities, and skills required by the position.

## Essential Duties

- Provides high-level administrative support and assistance to the President and others at the direction of the President.
- Schedule & Calendar Management
  - Maintains and coordinates complex calendars for the President and leadership team as needed.
  - Proactively prioritizes and schedules meetings, appointments, events, and travel to optimize productivity.
  - Provides daily and weekly overviews to ensure readiness for upcoming commitments.
- Meeting Preparation & Support
  - Coordinates and prepares materials for all meetings, including agendas, presentations, speaking points, and supporting documents.
  - Ensures the President and executive team are fully briefed ahead of meetings.
  - Attends meetings when needed to take notes, track follow-ups, and manage action items.
- Workflow & Workload Management
  - Organizes and prioritizes incoming requests, including emails, phone calls, internal and external questions and concerns, tasks, etc.
  - Track and follow up on outstanding items to ensure timely completion.
  - Maintain well-organized systems for both physical and digital files, paperwork, and documentation.

- Communication & Documentation
  - Draft, edit, proofread, and format correspondence, memos, reports, speeches and meeting agendas.
  - Ensure timely communication of updates, reminders, and deliverables to the President and executive team.
  - Serves as a liaison between executives and internal/external stakeholders.
- Strategic Planning & Coordination
  - Supports planning and execution of key initiatives, team meetings, offsites, and events.
  - Help align team schedules and deliverables with organizational priorities.
  - Provide consistent reminders and nudges to keep executive workstreams on pace.
- Board Support
  - Organize in-person and/or teleconference Board of Directors meetings and committee meetings, with ability to troubleshoot technical issues and create a hospitable environment for guests.
  - Take professional notes during meetings, prepare meeting minutes, file documents for record keeping purposes, and distribute accordingly afterwards.
  - Draft Board of Directors resolutions and votes, prepare meeting packets and presentations
  - Communicate directly with Board of Directors and their support staff as needed.
- Human Resources Duties
  - Maintain accurate records in the Organization's HRIS system including entering new hires, terminations, position changes, salary changes, personal information changes, leave of absences, etc.
  - Maintain employee personnel files, ensuring compliance and accuracy.
  - Manage the execution and monitoring of all staff training requirements.
  - Support Departments with recruiting and hiring including placing job postings, screening applicants, communication with applicants as needed, drafting offer letters, initiating and monitoring drug tests, and properly filing required documentation.
  - Assist with new hire onboarding. This includes new hire communication, scheduling orientation and new hire training, maintenance of new hire orientation materials and executing and filing new hire documentation.
  - Assist with employee benefits administration including enrollment and changes.
  - Supports the execution of performance reviews.
  - Assist with preparation of Human Resource reports such as attendance, vacation, turnover reports, etc.
  - Maintain various HR files as needed.
  - Be a resource for questions from FAA team members regarding HR matters and escalate to the appropriate individuals as needed.
  - Manages and coordinates employee recognition program.
  - Supports with various HR initiatives as needed.
- Finance Related Duties
  - Review and input invoices in FAA's invoice payment system for approval by the appropriate approver while following FAA's Financial Policies and Procedures as in effect from time to time.
  - Assist with onboarding new vendors into FAA's accounts payable platform

- Office Operations and General Administration
  - Oversee day-to-day office operations to ensure smooth functioning.
  - Maintains office supplies and reorder inventory as needed.
  - Oversee and manage periodical, software license and similar subscriptions for the admin team.
  - Liaise with vendors, service providers, and building management.
  - Coordinate maintenance, repairs and service to office equipment, computer hardware/software, telephone system or workspace. Project manage small maintenance, IT and similar projects. Provide light IT support including support with password resets, ensure conference room audio visual is working properly among other light IT duties.
  - Coordinate meals, celebrations and moments including the annual holiday lunch.
  - Maintain organization wide emergency contact directory, work anniversary calendar, face sheet and other similar organization wide resources.
- Support maintaining corporate records including filing of contracts, insurance certificates, procurement and other similar documents. Performs contract management services including maintaining a contract schedule, requesting/filing of insurance certificates, certification verification and notifying responsible parties of contract expiration dates.
  - Provide administrative support for preparation of requests for proposals and contracts as needed.
  - Support preparation of various reports, audits or other similar data gathering projects including but not limited to the annual SBS report, annual financial audit, lobbying efforts, assessment verification, among others.
  - Provide grant administration services including preparing applications, filing reports, providing required corporate documentation, and ensuring all administrative requirements have been met.
  - Willingness to take on additional responsibilities and special projects as needed.

## Basic Qualifications

- At least two-year's work experience in an administrative support capacity.
- Bachelor's Degree required.
- Proficiency working with MS Office Suite, MS Teams, and such other commonly used software applications.
- Excellent written and verbal communication skills.
- Ability to communicate to all levels of staff, committee members, Board of Directors and their partners.
- Ability to build relationships with people inside and outside the organization.
- Ability to work both independently and collaboratively.
- Strategic and proactive management of multiple priorities, and the ability to be responsive to evolving opportunities and challenges.
- Ability to reprioritize and take on new responsibilities as assigned.
- Excellent people skills; ability to work adeptly with colleagues in the office.
- Strong organizational, time management and prioritization skills.
- Able to handle confidential information with the highest level of professionalism.

- Preferred Qualifications:
  - Demonstrated interest in urban economic development, physical planning, and public space.
  - Familiarity with the work of business improvement districts in New York City.

#### Physical Requirements

- Ability to work some nights and weekends when needed.
- Ability to sustain sedentary work for prolonged periods sitting at a desk, working on a computer, and regularly using other standard office equipment such as phones, photocopiers, and filing cabinets.
- Ability to walk throughout the District as needed.
- Ability to read, in English, various complex documents, frequently in small print.
- Ability to lift up to 15 pounds occasionally and/or exert force to lift, carry, push, pull, or otherwise move objects.
- Ability to respond to audible emergency signals/alarms on equipment and fire alarm.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

#### Equal Employment

Fifth Avenue Association is proud to be an Equal Employment Opportunity employer. We do not discriminate based upon race, religion, color, national origin, sex, gender (including pregnancy, childbirth, or related medical conditions), sexual orientation, gender identity, gender expression, age, marital status, veteran status, status as an individual with a disability, or other applicable legally protected characteristics.

*This position description outlines the general nature and level of work assigned to individuals who function in this job. This description is not exhaustive; other duties and responsibilities may be assigned. Our employees are vital to the mission of Fifth Avenue Association, and we expect that all employees will conduct themselves in a professional and respectful manner that reflects our core values.*

#### How to Apply.

Fifth Avenue Association has partnered with The O'Connor Group to lead the recruitment efforts for this critical role. Please reach out to Melissa Moneuse with any direct questions and attach your resume and cover letter- [mmoneuse@tocgrp.com](mailto:mmoneuse@tocgrp.com).