

Executive Assistant

Reports To: Chief Communications Officer

Position Summary:

Reporting to the Chief Communications Officer, the Executive Assistant is an integral part of MGCC's team, providing executive support to successfully amplify MGCC's mission. The Executive Assistant serves as the primary point of contact for MGCC, its President and Management Team, and serves as a liaison with the Board of Directors, Credit Committee, and the Executive Office of Housing and Economic Development. The Executive Assistant must be creative and enjoy working within an environment that is mission-driven, results-driven, and community oriented. The ideal individual will have the ability to exercise good judgment in a variety of situations and will possess strong written and verbal communication, administrative, and organizational skills. The ability to maintain a realistic balance among multiple priorities is imperative. The Executive Assistant must be able to handle a wide variety of activities and confidential matters with discretion.

Responsibilities:

- Provide comprehensive support services to the President of MGCC that ensures outstanding communication and responsiveness
- Support the Management Team in strategic internal and external communications, organizational strategy, and all other special projects as assigned
- Conduct research and analysis on issues of interest to the Management Team
- Prepare and edit correspondence, presentations, reports, and memos
- Manage correspondence with vendors
- Organize meetings, events and other logistics
- Serve as a liaison to Board of Directors, Credit Committee and Executive Office of Housing and Economic Development
- Maintain quality filing and communications systems including contact management, document management, and archiving
- Assist in other administrative tasks as needed

Qualifications:

- Strong interpersonal skills with the ability to take initiative, multi-task, be a team-player, be flexible, adapt to shifting priorities, and prioritize work
- Excellent communication skills, both verbal and written
- Demonstrated writing and analytical skills
- Excellent organizational skills, commitment to accuracy and attention to detail
- Ability to access a wide range of sources and networks for information
- Good judgment and ability to function independently
- Good working knowledge of all Microsoft Office applications
- Ability to manage up
- Ability to handle sensitive and confidential situations with diplomacy
- Highly experienced in electronic communications
- Fluency in Spanish is ideal

Benefits:

MGCC offers a competitive salary and benefits package, including health/dental/life insurance, employer-paid vision insurance, employer-contribution retirement plan, paid vacation, and a student loan paydown plan.

Location:

This position is hybrid.

To Apply:

Submit your resume and cover letter to jobs@massgcc.com.

MGCC is an Equal Opportunity and Affirmative Action Employer. MGCC enthusiastically urges women, minorities, and people from a wide variety of background and experiences to apply. committed to providing a nondiscriminatory and inclusive environment for its employees. MGCC enthusiastically encourages EOE/AA/Women and Minorities to apply. We are committed to diversity and consider all applicants for all positions without regard to color, ethnic background, religion, sex, gender, sexual orientation, national origin, age, and disability status. For more information about MGCC, please visit EmpoweringSmallBusiness.org.