



Women's Business Development Council

Executive Scheduler/Office Assistant

Description

Stamford, Connecticut based non-profit seeks local, full-time Executive Scheduler / Office Assistant for its headquarters.

About Us

For over 20 years, the Women's Business Development Council (WBDC) has been helping women achieve economic equity through entrepreneurial training, financial education and access to capital. WBDC provides education, training, resources and connections to women (and men) at training sites throughout Connecticut, offering a continuum of programs and services to clients while fostering influential relationships for successful business women at the other end of the spectrum. Headquartered in Stamford with regional offices in New Haven and New London Counties, WBDC has served nearly 19,000 clients, assisted in the creation of nearly 1,800 businesses and supported the sustainability and expansion of 3,800 established businesses and created more than 4,900 jobs. Our team consists of bright, energetic and talented people who have a passion for making a difference in the world. Learn more at www.ctwbdc.org.

WBDC offers a competitive benefit package including health, dental, vision, retirement plan, life insurance, paid time off, holidays, and more, in a supportive and flexible working environment.

What We Seek

A team player comfortable in a critical support role, with a keen attention to detail, the ability to communicate professionally both externally and internally, and the ability to execute. This position's primary function is managing the calendar of the Chief Executive Officer (CEO) and providing administrative support to the Program department, data input, and external communications. This position plays a critical role in the organization as the first point of contact for WBDC stakeholders, and requires an individual who can represent WBDC in the most professional manner. He/she must be tenacious in follow-up and information gathering, and be comfortable with speaking to clients, executives, elected officials, donors, and other stakeholders. This individual must be very organized, have the ability to multi-task, and possess a can-do attitude. This position provides an outstanding opportunity for the selected candidate to play a key role in the expansion of a reputable, growing non-profit. Based in WBDC's Stamford office, this position demands someone who is ready from day one to dive in, learn the ropes and take on responsibility. Salary range of \$32,000-\$35,000 (comparable to other small non-profits and will match level of experience). Future opportunities for growth within the organization exist.

Duties and Responsibilities

The Executive Scheduler/Office Assistant will be responsible for managing the CEO's calendar by scheduling appointments, and providing administrative support to the Program department. He/she will also be responsible for a variety of other administrative tasks.

Scheduling: Manage the CEO's calendar by promptly booking all internal and external appointments - coordinate staff schedules, liaison with executive assistants, and communicate with stakeholders. Maintain appointment tracker and be responsible for contact management and research. Book travel arrangements as needed.

Office Administration: Perform reception duties including answering phones, distributing mail, and greeting guests. Manage office location, including monitoring and restocking supplies, and ensuring necessary technology and layout for team meetings.

Program Administration: Serve as an initial contact for clients regarding WBDC's programs and services, responding to their inquiries by phone or in-person. Assist with client registration process, including inputting information in the database, collecting paperwork, and providing details about the program once registration is complete. Prepare materials, including handouts, attendance sheet, and evaluations; compile program evaluation results; and complete filing.

Program Marketing: Assist with program promotion - update and maintain website program pages, and develop flyers and email blasts.

Other: Represent and assist at WBDC programs and events as needed. Create and maintain press kits. Other duties as assigned.

Job Qualifications

- Associate's Degree and/or 2+ years relevant office work experience
- 1-2 years scheduling experience strongly preferred
- Must possess excellent organizational, written and verbal communication and decision-making skills
- Demonstrated proactive approaches to problem-solving and the ability to connect activities to larger organizational goals
- Ability to work independently
- Proficiency with Microsoft Outlook, Excel, PowerPoint and Word
- Availability to work occasional evenings and/or weekends as needed
- Must have own transportation; this job may require some travel throughout Connecticut

How We Operate

We are a small team of 15 talented individuals who collectively deliver outstanding results through a high level of passion and commitment.

Please apply if:

- You possess an *Entrepreneurial Mindset* – creative, motivated, enthusiastic, and energetic.
- You are highly detailed, and can see the big picture while working in the day-to-day.
- You demonstrate a sense of urgency in meeting deadlines.
- You are able to multi-task, and jump between projects.
- You thrive in a fast-paced environment, and are comfortable with change.
- You take initiative, and are willing to go above and beyond to achieve results.
- You prosper in a culture of teamwork and growth, and value collaboration.

How to Apply

Interested candidates that are familiar with this job posting and excited by this opportunity should email their cover letter, resume, and salary requirements to resumes@ctwbdc.org. Please list WBDC EXECUTIVE SCHEDULER/OFFICE ASSISTANT in the e-mail subject line. No phone inquiries.

Disclaimer

The statements herein are intended to describe the general nature and level of work being performed by the employee in this position. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of a person in this position.

WBDC, Inc. Equal Employment Opportunity Statement

WBDC is committed to creating a diverse environment and is proud to be an equal opportunity employer. We welcome qualified applicants to receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.