

**Executive Assistant  
Princeton Housing Authority  
Princeton, NJ**

**Summary**

The Executive Assistant provides high-level administrative and executive support to the Executive Director and senior leadership team. The individual selected for this position should exhibit advanced technological proficiency with cloud-based platforms, including comfort using Office 365 and property management software applications. This role ensures efficient administrative operations – including accounting and financial control operations – manages calendars and travel, coordinates meetings and events, directs and owns special project management and execution, owns all processes related to board meeting preparation, communications management, and administration, and handles confidential and sensitive information with unwavering discretion.

**Key Responsibilities**

- Manage calendars, manage frequent high-priority emails, schedule meetings, coordinate travel planning and logistics.
- Works closely and in partnership with real estate development team – including developers, consultants, architects, engineers, and general contractors – on planning, LIHTC (Low-Income Housing Tax Credits) applications, and construction project management.
- Financial management in conjunction with fee accountant.
- Prepare the materials for and manage the operations of monthly board meetings; attend virtual board meetings; complete the minutes for board meetings.
- Execute on administrative follow up items and action steps following board meetings.
- Serve as liaison between Executive Director and internal/external stakeholders.
- Operate in conjunction with the Princeton Housing and Community Development Corporation (PHCDC), the housing authority's nonprofit development affiliate.
- Maintain confidential records and files electronically.
- Manages special projects from start to finish.
- Any other duties as assigned.

**Qualifications**

- Bachelor's degree preferred; equivalent experience will be considered.
- Minimum 5 years of senior administrative experience; preferably in a public housing agency, other local government organization, or nonprofit organization. Strong preference for those with housing authority experience.
- Advanced proficiency in Microsoft Office Suite 365, comfort with virtual/remote/hybrid work environment and virtual meetings, and demonstrated experience with property management platforms. PHA-Web experience is a big plus.
- Accounting and financial management skills, as exhibited by previous roles.
- Strong organizational and communication skills.
- Ability to manage multiple priorities simultaneously and work independently.

**Skills**

- Strong attention to detail and accuracy.
- Excellent time management.
- Professional demeanor and discretion.
- Problem-solving and adaptability.
- Project management.
- Accounting and financial management.
- Public housing policy.

**Salary Range:** \$60,000 - \$75,000 annually.

**Location:** Hybrid (Princeton, NJ / Home Office).

**Benefits:** Comprehensive health coverage, retirement plan, paid time off, professional development and education reimbursement opportunities.

**Application Instructions:** Please apply via LinkedIn – <https://www.linkedin.com/jobs/view/4386538261/>