

About Us

United Way of Central and Northeastern Connecticut is one of more than 1,100 autonomous United Ways in our nation and nearly 1,800 community-based United Ways in 45 countries and territories. We have the unique ability, vision, and resources to bring together diverse stakeholders around a community vision of creating positive change to achieve long-lasting results for children and families.

Our Mission

To engage and bring together people and resources committed to the well-being of children and families in our community.

Our Vision

A community where opportunities are available for every child to succeed in school and for every family to achieve financial security.

Our Values

In pursuing our mission, the following principles guide our relationships with stakeholders, including our donors, volunteers, partners, employees and the communities we serve: a belief that respect, equity, diversity and inclusiveness make us stronger; engaging others with professionalism and quality support; seeking creative and sustainable solutions to pressing social challenges; maintaining the highest standards of personal and organizational honesty in order to ensure stewardship of donors' dollars; being proactive and responsive through consistent communication; and, delivery of high-quality services and effective measurement of results to ensure efficiency and innovation.

Join Our Team! Career Opportunity

Reporting directly to the Chief Operating Officer, the Executive Assistant provides executive support to the Office of the President which consists of the President and CEO, Chief Operating Officer, and Vice President of Community Resources.

The Executive Assistant serves as the primary point of contact for the Office of the President and supports senior leadership and the board of directors. The Executive Assistant must exercise discretion and maintain confidentiality in overseeing governance/senior leadership matters, maximize efficiencies and use of technology, 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 work under pressure at times to handle a wide variety of activities and confidential matters with discretion.

What you will do:

- Provide comprehensive support services to the Office of the President ensuring outstanding communication and responsiveness including sophisticated calendar management, prioritizing inquiries and requests, and ensuring smooth day-to-day engagements
- Support the Office of the President in strategic communications, organizational strategy, and all other special projects as assigned, including basic research and summaries of interest to senior leadership.
- Organize meetings and events for convenings, retreats, various board meetings, and other logistics
- Support Office of the President with internal and external communications including preparing and edit correspondence, presentations, reports, and memos
- Prepares materials for board meetings and ensures timely completion of required governance documents
- Manage all scheduling and travel logistics for the Office of the President
- Complete expense reports and manage correspondence with vendors
- Maintain quality filing and communications systems including, document management, and archiving
- Support Office of the President with donor/funder questions
- Assist in other administrative tasks as needed

About you:

- Associates degree or professional certification in related field plus three years of comparable experience in executive administration and board administration and/or equivalent combination.
- Familiarity with non-profit sector
- 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, scheduling and basic survey tools
- Ability to handle sensitive and confidential situations with diplomacy
- Highly experienced in electronic communications

How to apply:

Qualified applicants should submit a resume and a cover letter describing 1) qualifications and experiences 2) salary requirements and 3) how they learned about the position to:

United Way of Central and Northeastern CT
Human Resources
30 Laurel Street
Hartford, CT 06106
Email: positions@unitedwayinc.org No phone calls please.

United Way of Central and Northeastern Connecticut is an equal opportunity employer M / F / D / V