

Energetic Executive Assistant

At The Family Center, “**We Coach Families To Succeed!**” The Family Center is a non-profit organization that helps foster strong, intact families and break intergenerational patterns of violence, abuse and neglect in Somerville and the Greater Boston Area. It develops cutting edge programs and provides intensive training in order to teach others to replicate its models. Its homebase and “clinical laboratory” is in Somerville, and its first expansion site is in New York City. **Our mission is to create safer, more resilient families by supporting them in developing the inner strengths, life skills and network of resources they need to succeed.**

We are seeking an enthusiastic, creative, and flexible **Executive Assistant** to support the Executive Director and to assist the Center’s training division. This is a full-time position representing an exciting opportunity to work in a mission-driven organization with an entrepreneurial spirit.

Skills and Qualifications

- Strong organizational skills and demonstrated ability to prioritize and manage multiple high level responsibilities and tasks;
- Excellent interpersonal skills and ability to handle sensitive and confidential situations;
- Ability to represent the organization impeccably to a wide variety of demanding constituencies, including the Board, Donors and Senior leadership staff;
- Proficiency with Microsoft Office and ability to learn new computer programs as required;
- Excellent written and verbal communication skills;
- Demonstrated ability to work independently and meet required deadlines;
- Bilingual/Bicultural a plus; ability to work in a diverse environment a must;
- Willingness to travel as necessary to fulfill role responsibilities;
- B.A. or equivalent experience

Must work well with diverse staff and families and have the ability to balance competing demands. Convenient Union Square location, competitive salary and excellent benefits package. No phone calls please. Energetic, flexible, organized candidates invited to submit cover letter, resume and salary requirements to: Cheryl Vines, Executive Director, The Family Center, 366 Somerville Avenue, Somerville, MA 02143, or e-mail to jobs@thefamilycenterinc.org . *The Family Center is an equal opportunity employer and strongly encourages applications from people of color, persons with disabilities, women, and LGBT applicants.* Deadline for submissions: July 16, 2010

For more information about The Family Center, please visit:

www.thefamilycenterinc.org.