

Special Assistant to the CEO

Status: Full-time, Non-exempt

Reports to: CEO

The non-profit Statue of Liberty-Ellis Island Foundation seeks a full-time Special Assistant to the CEO to work closely with the CEO and Leadership Team to support an [illustrious Board](#) and advance the mission. This is a chance to join one of the most successful public-private partnerships in the country and help the organization as it advances several major strategic initiatives.

Responsibilities:

Serve as Board liaison (~30%)

- Organize and attend Board meetings and social events
- Schedule and support meetings of the Board and its Committees
- Build relationships with Board members and their assistants
- Draft meeting minutes
- Draft communications to the Board
- Develop and distribute Board and Committee materials

Support the CEO and Leadership Team (~30%)

- Schedule and organize multi-party meetings
- Compile expense reports
- Make travel arrangements

Provide administrative and office support (~20%)

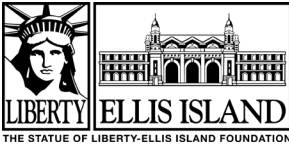
- HR: Support hiring process
- HR: Coordinate summer internship program
- HR: Plan and support staff events
- Finance: assist with online bill payment system, as requested
- Admin: Order stock and office supplies
- Admin: Maintain organized digital files
- Admin: Open mail; track & respond to inquiries
- Programmatic: Assist with events, including the [Statue of Liberty-Ellis Island Awards](#)

Advance special initiatives (~20%)

- Support request for proposals (RFP) processes
- Organize photos and other digital assets
- Research best practices
- Assist with writing and editing marketing and donor communications
- Assist fundraising efforts through donor research, event support, etc.

Skills and Qualifications:

- Bachelor's degree or equivalent required
- Advanced skills with Microsoft Office suite
- Strong analytical, problem-solving, and communication skills
- Excellence at multi-tasking and prioritization
- Poised, discreet, positive, organized, and detail-oriented



- Passionate about the Foundation's mission and the areas of immigration, historic preservation, and parks

Logistics:

- This is a full-time position with generous benefits.
- This position pays \$25.80-31.40 per hour for 35 hours/week.
- The work hours are generally Monday through Friday, 9am to 5pm, but flexibility is required for occasional evening or weekend hours.
- This position will generally work from the Foundation's offices at 17 Battery Place, though 1-2 days/week of remote work may be possible.
- New hires must be in-compliance with the Foundation's COVID-19 Mandatory Vaccination Policy as of their first day of work. This policy requires employees to have received the COVID-19 vaccination (including boosters, when recommended), unless a reasonable accommodation is approved.

Application process:

- Please email resume and one-page cover letter to: careers@libertyellisfoundation.org with the job title in the subject line. Each file name should begin with the applicant's last name.
- No phone calls, please.

About The Statue of Liberty-Ellis Island Foundation (www.LibertyEllisFoundation.org)

The Statue of Liberty-Ellis Island Foundation is a non-profit that collaborates with the National Park Service in one of America's most successful public-private partnerships. In 1982, President Ronald Reagan asked Lee Iacocca to raise private funds for the historic restoration of the Statue of Liberty and Ellis Island. The Foundation has since created the museum on Ellis Island, developed the free 65-million-record Ellis Island Passenger Database, constructed the Statue of Liberty Museum, maintained museum exhibits, and funded over 200 additional projects on the islands. Follow the Foundation @StatueEllisFdn

The Statue of Liberty-Ellis Island Foundation is an equal opportunity employer, and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity or expression, pregnancy, age, national origin, disability status, genetic information, protected veteran status, or any other characteristic protected by law.