

**Position Posting:
Executive Assistant to the President
Telesis Corporation
Washington, DC**

Telesis Corporation is seeking a dedicated and responsible Executive Assistant to the President to join our Washington, DC office. This individual will provide a wide range of administrative and support services to ensure the efficient and smooth day-to-day operations of our office. This person will also have exposure to innovative neighborhood regeneration efforts working closely with the community and government and other partners. This is a great place to learn about community development, housing policy and urban planning.

Telesis Corporation plans, finances and builds affordable housing and livable neighborhoods by working with community leaders to attract the organizational, civic and financial support required to enliven communities. Founded in 1985, Telesis has planned or developed over \$2.8 billion in neighborhood redevelopment projects including more than 17,000 units of housing and a range of retail, commercial, education, health, and livelihood projects. For more information about our work please visit our website www.telesiscorp.com.

Telesis Corporation is searching for a talented team player with excellent oral and written communication skills and proficiency in MS Office. The ideal candidate will be motivated by opportunities to learn, be detail *as well as* deadline oriented, anticipate work requirements, and display a willingness to perform other tasks as assigned.

Key Responsibilities

The Administrative Assistant to the President is expected to perform a broad variety of expert administrative support tasks including, but not limited to:

- Working with the President on daily objectives, anticipating work agenda requirements and schedule needs; managing multiple calendars and scheduling meetings; answering and assist phone inquiries; draft and edit correspondences; organize project materials; maintain filing system; preparing agenda materials, including memos and reports;
- Ensure that all work is completed in a timely manner, is compliant with company policies and processes, and reflects the highest level of professionalism
- Assist with special projects as needed which may include reviewing and drafting policy pieces, researching history of neighborhoods, working with residents and being involved in community initiatives; and
- All other work-related duties assigned

Qualifications and Qualities Preferred

- Bachelor's degree or higher
- Minimum 2 years of related work experience
- Outstanding verbal communication and interpersonal skills with the ability to interact effectively with all levels of staff and manage external relations
- Excellent writing, editing, researching and formatting skills

- Ability to multi-task and prioritize in a fast-paced environment
- Excellent problem-solving skills and ability to demonstrate flexibility when priorities change
- Ability to anticipate issues and needs and take initiative to respond appropriately
- High level of resourcefulness, thoroughness and attention to detail
- Exceptional organizational and project management skills
- Self-motivated with the ability to thrive under pressure and on deadline
- Expertise with Microsoft Office other computer skills as well

Telesis is a Certified “Public Benefit Corporation” (B-Corp), and offers a very competitive benefits package along with a workspace featuring a community garden.

Compensation commensurate with experience and achievement.

Please send your cover letter, resume, a writing sample, and salary requirements to hr@telesiscorp.com. No phone calls please.