



50 East 168<sup>th</sup> Street Bronx, New York 10452 tel 718-839-1100 fax 718-839-1170 [www.whedco.org](http://www.whedco.org)

**WHEDco**, an award-winning Bronx-based nonprofit housing & economic development organization, seeks a highly motivated, excellent writer and thinker to provide assistance to WHEDco's President and Housing and Community Development department. This is a great opportunity for self-starter to work with a leading organization in the nonprofit sector. In addition to developing beautiful, green, affordable housing, WHEDco offers holistic programs including Head Start, micro-enterprise, youth services and small business incubation designed to help families get a foothold in the economic mainstream. See [www.WHEDco.org](http://www.WHEDco.org) for more information.

**EXECUTIVE ASSISTANT:**

**LOCATION:** 50 East 168<sup>th</sup> Street, Bronx, NY 10452  
**REPORTS TO:** President

**RESPONSIBILITIES:**

- Writing and editing letters, creating presentation documents and other communications materials
- Providing administrative and other support to Executive Director and the Housing & Community Development team
- Assisting with housing and community development projects and events.

**QUALIFICATIONS:**

- Bachelor's degree.
- At least 1-2 years relevant work experience.
- General knowledge of planning principles and community development in low-income neighborhoods.
- Motivated and creative self-starter, able to work independently with a strong attention to details
- Excellent interpersonal and verbal/written communication skills
- Commitment to the issues facing low-income families in the Bronx
- Skilled in MS Office. Graphics skills a plus.

**Competitive salary based on experience and excellent benefits.**

**HOW TO APPLY:** Send cover letter and resume with salary requirements to:

Email: [info@whedco.org](mailto:info@whedco.org). Please type in the subject "Executive Assistant"

Fax: 718-839-1170

Mail: Womens' Housing & Economic Development, 50 East 168<sup>th</sup> Street, Bronx, NY 10452, Attn:  
Human Resources Department

