LEADERSHIP ROCHESTER

Our Mission: *We inspire, connect, and educate a vibrant, diverse network of individuals who will provide leadership to transform and strengthen our Greater Rochester Region.*

Job Description: Executive Assistant
Hours: Part-Time 20-25 hours weekly
Reports to: Executive Director
Work Site: Onsite Office (Some Remote Work)

Compensation: $20 - $25 hourly (not to exceed 25 hours)

Organization Overview
Established in 1991, Leadership Rochester is a nonprofit organization dedicated to inspiring, connecting, and educating a diverse network of community leaders who are committed to strengthening the Greater Rochester region. Through its immersive Signature Leadership Program, participants engage directly with leaders across sectors, including economic development, government, education, healthcare, human services, and the justice system, while participating in site visits and experiential learning throughout Monroe County. Leadership Rochester also offers a high school leadership program that brings students from across the region together to develop leadership skills and deepen their understanding of the Rochester community.

Position Summary
Working in partnership with the Executive Director, the Executive Assistant provides high-level administrative and program coordination support to advance Leadership Rochester's educational programming and organizational operations. This role helps increase Executive Director capacity and ensures the smooth planning and delivery of programs by managing logistics, documentation, scheduling, and operational follow-through. Key responsibilities include coordinating program and event logistics, supporting board and volunteer committee activities, managing executive calendar and meeting coordination, assisting with communications and program materials, and preparing reports or documentation as needed.

The Executive Assistant also supports the execution of program days by coordinating speakers, assisting with participant engagement, and helping ensure a high-quality program experience. This position requires strong organizational skills, professionalism, discretion, and the ability to work independently while supporting the mission and activities of Leadership Rochester. This is a part-time role, approximately 3 days per week, not to exceed 25 hours. Schedule requirements include attendance at all Signature Program related days, and pre- day set up. This role may also require occasional evenings and weekends. Required skills include strong organization, discretion, communication skills, and comfort working independently in a small nonprofit environment. Responsibilities do not include program ownership, financial decision-making, staff supervision, or strategic authority.

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Core Responsibilities Include:

- Manage calendar, scheduling, and meeting logistics
- Coordinate board and committee meetings; track action items
- Support scheduling, materials, and participant communications
- Supports basic expense tracking, may generate budget reports for ED review
- Maintain donor database (CRM updates)
- Prepare acknowledgment letters and stewardship touchpoints
- Document internal procedures
- Standardize templates (board memos, sponsorship letters, contracts)
- Organize shared digital files
- Create workflow checklists for recurring program days
- Draft correspondence; manage contacts and follow-ups
- Manage social media scheduling for leadership visibility
- Maintain alumni engagement tracking
- Ensure communications and materials align with the organization's values.

Skills Required:

- Advanced prioritization, discretion, time management
- Board support experience, attention to detail
- Project coordination, organization
- Comfortable with basic program budgeting and expense tracking.
- Basic familiarity with CRM or donor systems
- Strong attention to details and organizational skills
- Professional written communication
- Strong attention to details and organizational skills
- Cultural competence, judgment

How To Apply:

Email Resume and Letter of interest to: lr@leadershiprochester.org