



Website: www.whiting.org

City and State: New York, NY.

Title: Executive Assistant (FT)

Location: New York, NY

Reports to: Executive Director

Status: Full-time – exempt (hybrid – four days in office)

About the Whiting Foundation: The Whiting Foundation is a non-profit organization that supports writers, scholars, and the humanities by providing grants, including the signature annual Whiting Award for emerging writers, and supporting the preservation of cultural heritage and high school humanities programs. Based in New York City, the organization focuses on fostering creativity and deepening understanding of the human experience through literature and the humanities.

The Programs:

- The [Whiting Awards](#) annually honor emerging writers of fiction, nonfiction, poetry, and drama.
- The [Nonfiction for Works in Progress Grant](#) supports the final stages of deeply researched, well-composed books.
- The [Cultural Heritage and Preservation](#) program supports the preservation of endangered cultural heritage globally, recognizing that irreplaceable works are at risk of being lost.
- The [High-School Humanities](#) program supports grants at the high school level. It fosters engagement with rich works of history, philosophy, literature, and the arts, so that students graduate equipped with the beginnings of a mental map of human history and culture.

The Position and your Impact:

The Whiting Foundation seeks an Executive Assistant with an avid interest in the humanities and a demonstrable passion for organization and project management. Reporting to the Executive Director and working with the Whiting team, the Executive Assistant will hone administrative skills, and actively contribute to advancing the Foundation's mission. The ideal candidate will have **1-2 years of experience** in providing administrative support for office operations, event planning, clerical and office work.

Key Responsibilities and Requirements

The core of the Executive Assistant's role is to provide operational support to the Executive Director and office logistical support that drives the success of our programs.

Specific Duties:

- Under the direction of the Executive Director, manages all facility logistics and facilitates communication with the building manager, vendor suppliers, and office cleaners; manages

processes and operations, including fielding telephone and email inquiries, coordinating the distribution of materials, and organizing information and materials.

- Coordinates the upcoming office relocation, including announcements, mailings, and updating suppliers and stakeholders.
- Works closely with the Executive Director and Whiting staff to ensure public events, programming, and internal meetings run smoothly.
- Supports the Executive Director in all aspects of Whiting Board of Trustees relations and Board meetings: coordinating calendars, preparing and distributing materials in advance of Board meetings and Trustee Working Group meetings.
- Maintains the Foundation's office logistics, including managing facilities related subscription accounts and services.
- Perform other duties as assigned.

Compensation and Benefits: The position is full-time. The starting salary range is approximately \$55,000-65,000, based on experience and other qualifications. Whiting also provides a competitive benefits package, including subsidized health care and 401 (k) matching.

The position requires working onsite, in our Tribeca offices, hybrid, with occasional evening or weekend events. Whiting is a small, energetic organization, and there is some fluidity in our roles. Program Officers and Executive Assistants assist with additional tasks throughout the year, from routine to generative.

How to Apply:

Applications will be reviewed on a rolling basis. Please submit (a) your résumé and (b) a thoughtful cover letter describing your interest to position@whiting.org

Include position title: **Executive Assistant** in the subject heading

Due to the size of our staff and volume of responses, we unfortunately cannot acknowledge receipt of applications.

Equal Employment Opportunity: Whiting is an equal opportunity employer.