



## **EXECUTIVE ASSISTANT TO THE CCO AND COO**

If you're excited about driving change and passionately believe that all people deserve access to quality behavioral health care, we have an amazing opportunity for you! We're looking for people who want to be part of a fast-paced and entrepreneurial team that is transforming a long-respected community mental health center into a client-centered, inclusive organization that acts locally and impacts globally.

### **Position Summary**

The Executive Assistant to the CCO and COO will help coordinate the activities of both the Chief Clinical Officer and Chief Operating Officer and their respective teams. The ideal candidate will be an expert project manager who can anticipate and balance the needs of two senior executives; manage a rapid flow of work; stay mindful of all the details while holding the big picture; constantly calibrate multiple and often competing needs; and address the needs of team members. Strong communication skills are essential.

### **About the Brookline Center**

The Brookline Center for Community Mental Health is a leading provider of mental health care and social services for adults and children. The Brookline Center has long played an important role in expanding access to mental health care in the community, and the pandemic has only heightened these needs.

Beyond our provision of high quality, affordable outpatient care, the Brookline Center creates and operates nationally recognized, innovative mental health programs through partnerships with schools, community agencies, and healthcare providers in Greater Boston, across Massachusetts and, increasingly, nationwide. In response to the ongoing crisis in mental health care access, the Center is poised for significant strategic growth in the coming years. For those with a passion for mental health, it's an exciting time to join our team.

***We are actively interested in ensuring that the Brookline Center for Community Mental Health represents a range of experiences and backgrounds. Qualified candidates with diverse racial, cultural, multilingual, religious, class, and/or gender background and experiences are strongly encouraged to apply.***

### **Key Responsibilities:**

- Manage calendars of CCO and COO
- Coordinate internal and external meetings and events
- Respond to and prepare correspondence and emails
- Prepare presentations
- Schedule meetings, prepare agendas and other necessary materials, take and distribute notes

- Make travel arrangements
- Prepare and submit expense reports
- Act as hiring manager for executive positions
- Coordinate talent activities for executive positions, including development plans and evaluations
- Receive visitors
- Arrange conference calls
- Act as administrative liaison with other Executive Assistant to CEO as well as fiscal, HR, development
- Other activities, responsibilities, projects as needed

### **Education and Experience**

- 2+ years of project management experience
- Experience working with senior executives, ideally a senior executive team
- Associates-level degree or higher preferred, but not required

### **Qualifications**

- Strong proficiency with Microsoft Office applications, including Outlook, Excel, Word and PowerPoint; High degree of digital fluency using cloud-based office tools such as SharePoint and other web-based applications; demonstrated ability to incorporate and leverage these tools into day-to-day work
- Experience in a Human Services / Non-Profit organizational setting preferred
- Enjoys and works effectively in culture of collaboration, ongoing change, commitment to racial equity, diversity and inclusion
- Strong interpersonal, writing, proofreading, organizing, phone and office skills
- Ability to solve problems and deal with a variety of complex variables in situations where limited standardization exists
- Ability and interest in gathering data, compiling information, and preparing reports.
- Enjoys and works effectively in culture of collaboration, ongoing change, commitment to racial equity, diversity and inclusion
- Ability to function in a calm and effective manner during crisis situations.
- Demonstrated capacity for problem-solving and taking initiative, evidence of good judgment and history of high productivity
- A professional sense of integrity and the ability to maintain and manage confidential information
- A commitment to TBC's mission, including its commitment to diversity, equity and inclusion in the workplace

### **Benefits**

The Brookline Center offers a supportive, mission-focused work environment; professional growth opportunities; competitive salaries; and a comprehensive benefits package that includes medical, dental and vision insurance, flexible spending accounts, pre-tax savings and retirement plans, disability and life insurance, and generous paid time off.

### **To Apply**

Please submit your resume along with a cover letter that outlines your interest and qualifications to [Talent@brooklinecenter.org](mailto:Talent@brooklinecenter.org).

***Equal Employment Opportunity***

*The Brookline Center is an equal opportunity employer, committed to workplace diversity. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.*