



Job Posting: Executive Assistant

Organization: North Central EMS Council

Location: Hartford, Connecticut

Status: Full-Time

Reports To: Executive Director

Salary Range: \$60,000 – \$70,000 annually, commensurate with experience and qualifications

Benefits: Competitive benefits package including health insurance, paid time off, holidays, and retirement options (details provided during the interview process)

Position Summary

North Central EMS Council serves as the primary communications network linking local emergency medical services with surrounding hospitals while patients are en route to care. Through reliable, coordinated, and timely communication, North Central EMS Council supports effective patient distribution, enhances hospital preparedness, and ensures seamless interoperability among regional emergency medical providers and healthcare facilities.

North Central EMS Council is seeking a highly organized, professional, and mission-driven Executive Assistant to provide high-level administrative, operational, and supervisory support to the Executive Director. In the absence of the Executive Director, the Executive Assistant will assume certain delegated duties, as assigned.

In a small nonprofit environment, this position is critical to organizational effectiveness and continuity of operations. The ideal candidate will demonstrate strong leadership, sound judgment, exceptional organizational skills, and the ability to manage multiple priorities while supporting and advancing the mission of North Central EMS Council.

Key Responsibilities

Administrative & Executive Support

- Provide high-level administrative support to the Executive Director
- Manage calendars, scheduling, correspondence, and meeting coordination
- Prepare agendas, reports, correspondence, and meeting minutes
- Maintain accurate, well-organized electronic and paper filing systems and records

Office Operations Management

- Oversee daily office operations to ensure efficient, professional, and effective performance
- Develop, implement, and maintain administrative procedures, systems, and workflows
- Coordinate office logistics, facility needs, and supply procurement
- Serve as a primary point of contact for internal and external stakeholders



Supervisory Responsibilities

- Supervise North Central EMS Council staff
- Assign work to dispatch supervisors, establish priorities, and monitor performance to ensure timely and effective task completion
- Provide guidance, mentorship, and ongoing support to personnel
- Participate in hiring, onboarding, scheduling, and performance evaluations
- Foster a collaborative, accountable, and mission-driven work environment

Financial & Recordkeeping Support

- Assist the Executive Director with basic financial administration, including invoicing, expense tracking, deposits, and record maintenance
- Maintain accurate and well-organized records of grants, contracts, and expenditures
- Assist with the preparation of financial, grant, and compliance reports

Compliance & Confidentiality

- Ensure administrative compliance with organizational policies, procedures, and applicable regulations
- Handle sensitive and confidential information with discretion, integrity, and professionalism

Other Duties

- Perform other duties as assigned to support the organization's operations and mission

Qualifications

- High school diploma or equivalent required;
- Minimum of three (3) years of administrative experience, including supervisory or lead responsibilities
- Strong proficiency in Microsoft Office Suite
- Demonstrated ability to supervise, train, and motivate staff
- Excellent organizational, communication, and problem-solving skills
- Ability to work independently and manage multiple competing priorities

***Preferred Qualifications**

- An associate's or bachelor's degree



- *At the discretion of the Executive Director and Executive Board, a combination of work-related experience, training, and education may be considered in lieu of the higher education component.

Skills & Competencies

- Strong leadership and team coordination abilities
- High attention to detail and accuracy
- Professional written and verbal communication skills
- Sound judgment and discretion in handling sensitive matters
- Flexibility and adaptability in a dynamic, small-office environment

Work Environment & Physical Requirements

- Primarily office-based, with potential for hybrid work flexibility
- Occasional evening, midnight, or weekend hours for meetings, events, or project deadlines
- Ability to sit, stand, and operate standard office equipment