



PROGRAMS & EXECUTIVE SUPPORT SPECIALIST

SUMMARY:

EWIB is seeking a detail and results-oriented Programs & Executive Support Specialist to provide high level support to the Director of Operations for specified Program support and to the CEO to administer and organize external Board relations. This position contributes to EWIB's mission by providing high-quality support for both specific program activities and the EWIB Board of Directors in a manner that advances the organization's impact.

RESPONSIBILITIES:

Operational Support of Specified Programs:

- **Program Administration:** Provide administrative and operational support to the Director of Operations for the national-award-winning Eastern CT Manufacturing Pipeline Initiative (MPI) and other specified programs encompassing coordination, technical assistance, and compliance.
- **Data Maintenance:** Support program effectiveness through accurate data entry, system maintenance, and reporting, ensuring reliable information for coordination, evaluation, and data-driven decision-making.
- **Performance Support:** Assist in monitoring program performance and compliance with federal, state, and organizational standards.
- **Teamwork:** Collaborate with programs team members to improve efficiency and effectiveness. Contribute to improved workflows and enhanced linkages between EWIB and its partners.
- **Agency Representation:** Deliver responsive service to team members, customers, partners, and the public to promote a positive understanding of EWIB's programs.

Executive Support:

- **Board Relations:** Serve as the main point of contact for the Board of Directors and oversee all logistical needs including meeting dates, agendas, reports, and preparation materials.
- **Meeting Coordination:** Plan, coordinate, and support the operation of effective governance and leadership meetings, including meetings of the Board, Chief Elected Officials, and regional sector partnerships
- **Stakeholder Communications:** Develop materials for EWIB presentations to the Board of Directors and other stakeholders. Assist with maintaining and developing EWIB media platforms and newsletters to ensure timely and consistent messaging.

QUALIFICATIONS:

- Strong verbal and written communication skills, with the ability to convey information clearly and professionally.
- Ability to analyze and present program information to support data-driven decision-making.
- Ability to build and maintain relationships with diverse partners and organizations.
- Excellent interpersonal skills and collaborative approach to teamwork.
- Proactive and motivated. Takes initiative in learning and problem-solving.
- Well organized, detail-oriented and able to manage multiple priorities effectively.
- Proficient with Microsoft Office (Word, Excel, PowerPoint, SharePoint), as well as standard office technology and digital communication tools.
- Eagerness to learn new systems, procedures, and evolving technologies, including AI-supported tools.
- Willingness to pursue Notary Public certification
- Bilingual English/Spanish is a plus

WHY WORK AT EWIB

- Contribute directly to initiatives that improve lives and strengthen the regional economy.
- Work alongside dedicated professionals in workforce development, education, industry, and the community who share a commitment to collaboration and innovation.
- Gain cross-functional experience supporting leadership, coordinating programs, and contributing to regional workforce initiatives.
- Enjoy a supportive environment that values continuous learning, professional growth, and work-life balance.

ADDITIONAL INFORMATION:

This is a full-time, salaried, role. The work is primarily in-office with occasional remote work dependent on business needs. We offer health, dental, life, and disability insurance, 401(k) matching, and paid time off.

EWIB is an equal opportunity employer. We are committed to maintaining a welcoming, supportive, and fair workplace where all team members feel respected and able to do their best work.

How to Apply:

To be considered, please send your resume and cover letter to information@ewib.org. Applications will be accepted until the position is filled.