



Scheduler/Executive Support Specialist – Job Posting

POSITION TITLE: Scheduler/Executive Support Specialist

FLSA STATUS: Exempt

Preferred Hiring Range: \$68,640 to \$72,758

Full Range: \$68,640 to \$83,672

Pay is determined based on experience, skills, and internal equity.

Benefits Include: Medical, Dental, and Vision coverage; Life Insurance and Long-Term Disability; Medical and Dependent Care FSA; 401(k) with Match.

POSITION SUMMARY

Under the general supervision of the Executive Team of Linc Housing, the Executive Support Specialist provides administrative support to ensure the smooth daily functioning of the Executive Office. This role focuses on managing complex calendars, coordinating meeting logistics, preparing and formatting executive documents, and supporting communications for the Executive Team. The position also assists with inbox management, travel arrangements, expense reports, and serves as a point of contact for scheduling and general inquiries. The ideal candidate is organized, discreet, and able to manage multiple priorities with professionalism and attention to detail.

ESSENTIAL FUNCTIONS

- Manage and maintain calendars for the CEO and President/COO, including scheduling internal and external meetings.
- Coordinate meeting logistics, prepare materials, and arrange room set-up for all meetings.
- Manage expense report processing, travel coordination, and document filing systems.
- Handle routine communications with professionalism and maintain strict confidentiality.
- Serve as a point of contact for scheduling needs and general inquiries related to the Executive Office.
- Support the preparation, formatting, and distribution of Board and executive documents.
- Assist with inbox management by flagging priorities, organizing messages, and helping maintain timely responsiveness.

QUALIFICATIONS

Education & Experience

- Bachelor's degree or equivalent work experience required.
- At least 3 years of professional experience in executive support, nonprofit operations, or project coordination.
- Experience in real estate, affordable housing, or fundraising preferred but not required.

Knowledge, Skills & Abilities

- High attention to detail and organizational skills.
- Excellent verbal and written communication skills.
- Discretion and professionalism in handling confidential information.
- Proficiency in Microsoft Office (Word, Outlook, Excel, PowerPoint).
- Ability to manage multiple projects simultaneously with shifting priorities.
- Strong interpersonal skills with the ability to work effectively with diverse stakeholders.
- A learning mindset with interest in strategic leadership and nonprofit management.

The statements contained in this position description reflect general details as necessary to describe the primary functions of this position, the level of knowledge and skill typically required, and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned including work in other functional areas to cover absences or relief, to equalize peak work periods or otherwise to balance the workload.