

Berkshire United Way seeks Executive Assistant to CEO. Maintains calendars and files, records meeting minutes, updates contact database, manages communications and provides back-up support to reception. Requires three years administrative support experience, competency in Microsoft Office and excellent communication and interpersonal skills; Bachelor's degree preferred.

This is a full-time position with excellent benefits. Send cover letter and resume preferably by email to: [jobs@berkshireunitedway.org](mailto:jobs@berkshireunitedway.org) or mail to: BUW, 200 South Street, Pittsfield, MA 0120 by February 16. Position is open until filled. BUW is an EOE.