

Berkshire United Way seeks Executive Assistant to the President/CEO. Maintains calendars and files, manages communications, records meeting minutes for Board of Directors and community coalitions, updates databases, assists with front desk coverage. Requires three years administrative support experience, competency in MS Office and excellent communication and interpersonal skills. Full time with benefits; starting salary \$42,000-\$46,000. Send cover letter, resume and three references to: jobs@berkshireunitedway.org or BUW, 200 South Street, Pittsfield, MA 01201 by November 26, 2018. EOE.