

**Gateway Development Commission  
Executive Assistant Job Description  
Job ID 3004**

The Gateway Development Commission is seeking a highly qualified Executive Assistant. This role primarily supports the Chief Executive Officer (CEO), but provides additional assistance as needed to the Chief Program Officer and Chief of Staff. This role will provide expert administrative support for the executive office, managing executive scheduling and daily activities to maximize efficiency and prioritize critical objectives. In addition, this individual will perform other key tasks such as preparing and distributing meeting materials, organizing records and correspondence, and handling all other administrative matters to keep the executive office functioning smoothly.

Responsibilities

- Work directly with the CEO to support all aspects of daily work activities. Proactively anticipate needs, including both logistics and materials.
- Maintain executive calendars including scheduling internal and external meetings, calls, and speaking engagements.
- Manage, coordinate, and arrange executives' travel and travel-related activities.
- Assist in the preparation and distribution of meeting agendas and materials.
- Keep the executive team apprised of time-sensitive or priority matters, ensuring appropriate follow up takes place.
- Develop and manage internal processes to expedite workflow.
- Receive phone calls, answering questions with tact and discretion, take messages, and direct calls as appropriate.
- Maintain paper and electronic filing systems, including confidential and sensitive information.
- Prepare and execute routine correspondence.
- Perform other administrative duties and special projects as needed.

Qualifications

- Bachelor's degree and 5+ years (8+ years preferred) supporting a senior executive or team in similar roles.
- The highest level of judgement and discretion, with experience handling sensitive matters.
- Exceptional organizational skills and meticulous attention to detail.
- Thrives in a fast-paced environment and is able to manage competing tasks and deadlines with ease.
- Superior written and verbal communication skills.
- A collaborative team player with a resourceful attitude and a facility for problem solving.
- Excellent computer skills, including the Microsoft Office Suite (Outlook, Word, PowerPoint, and Excel).

## Project Background

The Gateway Program is the most urgent infrastructure program in the country – a comprehensive set of rail investments that will improve commuter and intercity services, add needed resiliency and, in its later stages, create new capacity between Newark, New Jersey and New York City, the busiest section of the Northeast Corridor (NEC). The NEC between Boston, Massachusetts and Washington, D.C. is the nation’s busiest rail corridor, supporting a region that produces 20% of the Gross National Product. The 10-mile segment of the NEC within the scope of the Gateway Program carries over 200,000 daily Amtrak and NJ TRANSIT passenger trips on approximately 450 trains during non-pandemic conditions and is a vital artery in the region.

The first phase of the Gateway Program includes the Hudson Tunnel Project, which includes the construction of a new two-track tunnel under the Hudson River connecting to Penn Station New York as well as the full rehabilitation of the existing 110 year-old North River Tunnel. The project would create operational flexibility, rail network redundancy, and resiliency against future impacts to the Hudson River rail crossing. Environmental review for the project was completed in May 2021.

The Gateway Development Commission, established through bi-state legislation, is responsible for the financing and development of the Hudson Tunnel Project. The Commission is governed by a Board of 7 Commissioners appointed by each of Amtrak, New Jersey and the New York State Department of Transportation, and works in partnership with Amtrak, NJ TRANSIT and the Port Authority of New York and New Jersey.

*The Gateway Development Commission is proud to be an Equal Opportunity Employer and administers all personnel practices without regard to race, color, religion, sex, national origin, sexual orientation, gender identity or expression, disability, protected veteran status or military status, or any other category protected under applicable law. We recognize that diverse teams make the strongest teams, and we encourage people from all backgrounds to apply.*

To apply, please email your cover letter and resume to [jobs@gatewayprogram.org](mailto:jobs@gatewayprogram.org) with the job title “Executive Assistant” in the subject line.