

Job Description: CEO's Administrative Assistant (Internship)

About NorthStar Asset Management

Founded in 1990, NorthStar Asset Management specializes exclusively in socially responsible investing for high net-worth clients and non-profit organizations. NorthStar's mission is to provide integrative and effective portfolio management by connecting social concerns to security selection, asset allocation, and activism. NorthStar's investment management process begins with an analysis of the social, ecological, and political problems of our time, spanning but not limited to race, gender, income inequality, environmental justice, and human rights, and includes in-depth conversations with clients. These steps result in the construction of highly personalized portfolios that integrate financial goals while upholding a commitment to social change and environmental sustainability. Synthesizing a broad market outlook and the individual needs of the client, NorthStar combines direct investments in global equities, investment grade bonds, alternative "outside" investments, and cash to create vibrant and well-balanced portfolios.

NorthStar's activism includes engagement with portfolio companies to improve their behavior with regards to race and gender, wealth and income inequality, human rights, environmental justice, and corporate governance. Our selection of Outside Investments and our strict criteria in selecting funding opportunities enhance our client's commitment to justice and equity. The NorthStar approach, vision, and philosophy have evolved based on a core belief that we are here to make a difference.

For more information on NorthStar Asset Management, please visit northstarasset.com.

The Opportunity:

This paid internship is a rare opportunity to work directly with the Founder and CEO of NorthStar. We seek a motivated, independent, tech-savvy, and detail-oriented administrative assistant who is eager to support the work of the CEO by performing the following types of duties:

- Provide personalized administrative support in a well-organized and timely manner
- Attend client meetings
- Record minutes, write summative notes and action items from meetings
- Work one-to-one with the CEO to help prioritize tasks
- Organize her calendar, set up meetings (virtual and/or in-person)
- Learn about socially responsible investing, working with high-net-worth clients and non-profit organizations

Qualifications:

- Experience in business, economic, finance, and/or political science field
- Excellent oral and written communication skills

- Proficiency in Microsoft Suite Office, including Excel
- Respect for confidentiality and discretion for sensitive information
- Demonstrated excellent attention to detail, independent work ethic, and follow-through
- Ability to organize, track, and complete multiple tasks
- Self-motivated with an eagerness to learn (a quick study)
- Comfort and professionalism on the phone when seeking information
- Creativity and flexibility
- Interest in human rights, social change/activism, and/or socially responsible investing
- Sense of humor (a must)

Equal Opportunity

NorthStar is strongly committed to diversity and inclusion. NorthStar provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, gender, gender identity, sexual orientation, national origin, age, disability, or genetics. The NorthStar workplace is an environment that is welcoming and inclusive for everyone.

How to Apply

NorthStar Asset Management, Inc. is a socially responsible investment firm in Boston, MA. For more information about us, please visit [NorthStar Asset Management, Inc.](#) This internship is intended to be a hybrid remote and in-person work experience; therefore, it requires a commitment to online work and communication.

To apply, please email your résumé, cover letter, and one or more writing sample(s) that demonstrates critical thinking skills to jobs@northstarasset.com with *Administrative Assistant Internship* in the subject line. No phone calls, please.

April 2022