



Job Vacancy Notice

Functional Title: Special Assistant

Department: Executive Office

Salary: \$180,000 - \$200,000

Post Until: March 5, 2026

About TRS

Since 1917, the Teachers' Retirement System of the City of New York (TRS) has been securing better futures for NYC educators. With a pension fund valued at approximately \$120 billion, TRS serves over 215,000 members, providing them with retirement, disability, and death benefit services.

TRS' Qualified Pension Plan (QPP) is a defined benefit plan that provides members with a monthly retirement allowance upon meeting certain eligibility requirements. TRS members can also enhance their benefits with a Tax-Deferred Annuity (TDA) Program, which offers multiple investment options and tax-deferred earnings.

We seek dedicated professionals who are passionate about public work and committed to excellence and member-focused service.

Position Summary

TRS is seeking a highly skilled, proactive, and mission-aligned Special Assistant to the Executive Director. This pivotal role provides strategic, operational, and administrative support at the highest levels of TRS.

The Special Assistant acts as a trusted advisor and operational partner to the Executive Director, advancing executive priorities, strengthening organizational alignment, and ensuring effective communication across TRS departments, trustees, and external stakeholders. The role requires exceptional judgement, discretion, and the ability to manage complex, sensitive, and time-critical matters with professionalism.

This is an outstanding opportunity for a strategic thinker who thrives in a fast-paced, high-visibility environment and is committed to supporting the retirement security of NYC educators.

Key Responsibilities

Strategic & Operational Support

- Monitor and track progress on executive initiatives, strategic priorities, and agency-wide projects.
- Conduct research, analysis, and issue reviews to support executive decision-making and policy development.
- Monitor deadlines, deliverables, and follow-up actions to ensure timely and effective execution.

Executive Support & Coordination

- Provide direct, high-level support to the Executive Director, including calendar management, prioritization of commitments, and preparation of briefings.
- Draft and refine briefing materials, talking points, reports, presentations, and correspondence.
- Coordinate materials and logistics for leadership meetings and executive engagements.

Governance & Stakeholder Liaison

- Support preparation, logistics, and documentation for Board of Trustees and committee meetings.
- Serve as a liaison between the executive leadership, internal departments, trustees, and external partners.
- Maintain awareness of governance protocols, compliance requirements, and agency policies to ensure alignment.

Project Management

- Support cross-functional projects and initiatives led by the Executive Office or Operations Department.
- Track milestones, risks, and outcomes to ensure successful project delivery.
- Facilitate communication and alignment among internal and external stakeholders.

Confidential & Administrative Functions

- Handle sensitive and confidential information with the highest level of discretion.
- Maintain executive files, records, and documentation in accordance with TRS standards.
- Assist with drafting, reviewing, and managing executive communications and materials.

Minimum Qualifications

Education & Experience

- Bachelor's degree required, public administration, business, finance, or a related field preferred.
- At least 5 years of experience supporting senior leadership in a public sector, pension, financial services, or similarly complex organizational environment.

Preferred Skills & Competencies

- Deep knowledge of legislative and regulatory landscape governing Defined Benefit and Defined Contribution retirement plans, fiduciary standards, and governance requirements.
- Understanding investment, operational, and administrative considerations related to Defined Benefit and Defined Contribution plans, with the ability to interpret complex information and support executive decision-making.
- Exceptional organizational and time management skills, with the ability to anticipate needs, manage competing priorities, and maintain accuracy in a fast-paced environment.
- Superior written and verbal communication skills, including the ability to prepare high-quality executive-level materials such as briefings, reports, presentations, and correspondence.
- Strong analytical and critical thinking abilities, with a demonstrated capacity to synthesize information, identify issues, and propose solutions.
- High level of professionalism, discretion, and judgment, with the ability to manage sensitive information and navigate complex stakeholder relationships.
- Ability to manage multiple priorities with professionalism and discretion.
- Understanding of governance or public sector operations preferred.
- Advanced proficiency in Microsoft Office and productivity tools.

Personal Attributes

- Uncompromising integrity and discretion, with a demonstrated ability to handle confidential and sensitive information responsibly.
- Sound judgment and strong executive presence, with the ability to represent the Executive Director and the agency with professionalism and credibility.
- Proactive, resourceful, and adaptable, with the ability to work independently, anticipate needs, and navigate evolving priorities.
- Collaborative and relationship-oriented, with excellent interpersonal skills and the ability to build trust across all levels of the organization.
- Deep commitment to public service, member-focused operations, and the mission of supporting the retirement security of NYC educators.

Working Conditions

- Office-based role with occasional extended hours to support executive priorities, Board of Trustees schedules, and time-sensitive agency needs.
- Fast-paced, high-visibility environment that requires flexibility, responsiveness, and the ability to manage multiple concurrent demands.

Benefits of Working for the City of New York

- **Flexible Work Arrangements:** Hybrid work schedules offer a balanced combination of remote and in-office work, supporting a balanced professional and personal life.
- **Comprehensive Health Benefits:** Access to excellent healthcare coverage, including medical, dental, and vision plans.
- **Retirement Plans:** Robust pension plans, including the New York City Retirement Systems (NYCERS), and NYC Deferred Compensation (401k and 403b) providing financial security post-retirement.
- **Commuter Benefits:** Enjoy pre-tax deductions for eligible commuting expenses, reducing your taxable income and saving you money.
- **Professional Development:** Opportunities for continuous learning and career advancement through various training programs and workshops.
- **Competitive Salaries:** Competitive compensation packages commensurate with experience and responsibilities.
- **Paid Time Off:** Generous paid leave policies, including vacation days, sick leave, and holidays.
- **Work-Life Balance:** Programs and policies supporting a balance professional and personal life.
- **Career Growth:** Long-term career prospects supported by a stable and well-established city government.
- **Public Service Loan Forgiveness (PSLF):** Eligibility for federal loan forgiveness programs and state repayment assistance programs, while working full-time for a qualifying employer like the City of New York.
- **Diverse Work Environment:** Inclusive and diverse workplace culture, reflecting the vibrant city of New York.

How to Apply

Interested candidates are invited to submit their resume, and cover letter to Careers@TRS.NYC.NY.US with the subject line “Special Assistant – [Your Name].” Please ensure all documents are in PDF format. Only qualified candidates will be considered. For any questions or further information please contact Careers@TRS.NYC.NY.US.

Residency Requirement

New York City residency is generally required. However, City Employees in certain titles who have worked for the City for 2 continuous years may also be eligible to reside in Nassau, Suffolk, Putnam, Westchester, Rockland, or Orange County.

TRS is an Equal Opportunity Employer