



## **Executive Assistant**

The Center for Public Representation seeks to hire an executive assistant based in its Northampton, MA office.

### **About CPR**

CPR is a non-profit, public interest legal organization dedicated to protecting and enforcing the civil rights of persons with disabilities. CPR uses legal strategies, including systemic reform litigation, and policy advocacy to promote the integration and full community participation of persons with disabilities. Working on state, national, and international levels, CPR is committed to equality, diversity, and social justice in all its activities. For more information about CPR and its work, visit [www.centerforpublicrep.org](http://www.centerforpublicrep.org).

### **Position Overview**

Reporting directly to the Executive Director, the Executive Assistant provides executive support in a one-on-one working relationship. The Executive Assistant must be creative and enjoy working within an environment that is mission-driven, collaborative, and results oriented. The ideal individual will have the ability to exercise good judgment in a variety of situations and will possess strong written and verbal communication, administrative, and organizational skills. The Executive Assistant must be able to work under pressure to handle a wide variety of activities and confidential matters with discretion.

### **Principal Responsibilities**

- Provide comprehensive support services to the Executive Director that ensures outstanding communication and responsiveness
- Provide sophisticated calendar management; prioritize inquiries and requests, troubleshoot conflicts, and make judgments and recommendations to ensure smooth day-to-day engagements
- Support Executive Director with internal and external communications
- Conduct research and analysis on issues of interest to the Executive Director
- Manage all scheduling and travel logistics for the Executive Director
- Support the Executive Director in identifying funding opportunities and maintaining donor/funder relations
- Draft funding/grant applications, proposals, reports and updates to funders
- Assist the Executive Director in the preparation and submission of reports and other information to the Board of Directors, staff, donors/supporters, and others, both internal and external to CPR
- Prepare and edit correspondence, presentations, reports, and memos

- Manage all correspondence regarding Board related activities, including but not limited to, drafting briefs and minutes, and timely distribution and follow-up with any correspondence/materials/letters/memos
- Schedule, prepare and send agenda and supplemental materials, draft minutes, and handle other follow-up duties for Committee Meetings
- Organize and maintain files of CPR written materials
- Maintain quality filing and communications systems including contact management, document management, and archiving
- Establish and maintain a variety of complex, privileged, sensitive, and confidential files, records, and information
- Provide support to the Fiscal Director including dealing with vendor billing issues, receiving, logging and depositing checks; and reviewing invoices for accuracy and payment
- Coordinate internal and external meeting logistics (scheduling, reserving space and ordering food)
- Perform other tasks and ongoing duties as may be assigned by the Executive Director

### **Qualifications**

- Bachelor's Degree or a minimum of 5 years of related work experience preferred
- Familiarity with non-profit sector
- Strong interpersonal skills with the ability to take initiative, multi-task, be a team-player, be flexible, adapt to shifting priorities, and prioritize work
- Excellent communication skills, both verbal and written
- Demonstrated writing and analytical skills
- Excellent organizational skills, commitment to accuracy and attention to detail
- Ability to access a wide range of sources and networks for information
- Good judgment and ability to function independently
- Ability to handle sensitive and confidential situations with diplomacy
- Creativity and well-developed problem-solving skills
- Knowledge of and proficiency with social media platforms
- Proficiency with Microsoft Office 365, including Word, PowerPoint, and Excel, as well as Adobe Acrobat and other commonly used office software
- Personal commitment to racial and economic equity

### **Salary and Benefits**

CPR offers a competitive salary commensurate with experience. CPR employees have access to an excellent benefits package, including health insurance; disability insurance; paid time off, including vacation, sick, and personal days, and retreat time; flexible spending account; and a 403(b) retirement plan.

## **How to Apply**

Please send a cover letter and resume to the following email address: [info@cpr-ma.org](mailto:info@cpr-ma.org). Please include “Executive Assistant” in the subject line. The deadline for applications is November 19, 2021. CPR is unable to respond individually to each applicant but will contact you if you are selected for an interview.

CPR is an equal opportunity employer. CPR does not discriminate against employees, applicants, or any other covered persons on the basis of race, ethnicity, color, gender, age, religion, national origin, sexual orientation, gender identity or expression, disability, marital status, veteran status, pregnancy and pregnancy-related conditions, including breastfeeding, or any other legally protected status.

CPR encourages qualified candidates of all backgrounds and identities to apply for this position. People with disabilities and people of color are strongly encouraged to apply.

CPR is committed to working with and providing reasonable accommodations to individuals with disabilities. If you need a reasonable accommodation because of your disability for any part of the application process, please contact is [info@cpr-ma.org](mailto:info@cpr-ma.org) and state the nature of your request and contact information. Disability-related information that is disclosed via the application process will be kept confidential.