Executive Assistant

CPR is a national legal advocacy center that has been advancing the civil rights of people with disabilities for over 45 years. Through its systemic advocacy, CPR has been a major force in promoting civil rights, community integration, self-determination, and improvements in services for people with disabilities throughout the country. We provide training and technical assistance programs to the National Disability Rights Network in all fifty states and territories and to Massachusetts-based legal services programs.

CPR is committed to prioritizing racial equity as an integral part of our work as a civil rights law firm. As part of our mission to enforce and expand the rights of people with disabilities, we are committed to working towards equity and community inclusion for all people. Our Racial Equity Initiative, established in 2022, seeks to ensure that we understand and prioritize the needs of historically marginalized communities in our systemic initiatives, our policy advocacy within CPR, and our relationships with community partners.

The Position
The Executive Assistant provides a wide variety of skilled administrative, communication, meeting planning and preparation, and special projects support to the Executive Director. Responsibilities include exposure to confidential and sensitive information and require considerable use of diplomacy, discretion, and judgment. It is essential that the Executive Assistant be independent, energetic, precise, proactive and have well-developed communication skills.

Executive Support
- Work closely with the Executive Director to anticipate their needs, plan for the near-term, and align workflow to ensure thorough and timely preparation, including preparing daily oral and/or written briefs to Executive Director.
- Arrange travel for the executive director and other staff members as needed.
- Prepare and edit correspondence, communications, presentations, and other documents for internal and external stakeholders.
- Track expenses, draft expense requests, and complete debit card reports.
- Update and manage contact information for stakeholders, funders, and board members.
- Develop and maintain extensive filing system (electronic and paper) for correspondence, business matters, and related data according to document retention and destruction policies and protocols.
- Assist the Management Committee with administrative tasks and special projects.

Board Support
- Provide support to the Board of Directors, at the direction of the Executive Director.
- Arrange travel and meeting logistics for board meetings.
- Attend board or committee meetings to take, transcribe and/or distribute minutes and follow up on tasks.
- Preparation of board packets and presentations, records maintenance, and the
management of data inquiries and analysis to aid decision-making.

- Maintain strict confidentiality in relationships with all Board Members, staff, stakeholders, media, and donors.

**Essential Skills and Abilities**

- Commitment to Race Equity.
- Clear and proactive communicator - comfortable asking questions.
- Multitasking while maintaining work quality.
- Strong writing, editing, and formatting skills.
- Ability to work both collaboratively and independently, exercise good judgment, and demonstrate initiative while managing and meeting deadlines.
- Demonstrate a high level of integrity, maturity and professionalism in handling confidential legal and sensitive information.
- Excellent interpersonal and communication skills necessary for effective communication with a range of stakeholders including board members, staff, volunteers, vendors, and the public.
- Excellent time management skills and ability to prioritize multiple tasks.
- Excellent organizational ability including file management and strong attention to detail and accuracy.
- Previous experience in a non-profit organization.
- Proactive problem solver.
- Meeting planning and project management experience.
- Time management skills.
- Exceptional organization skills.
- Fluent with Microsoft office.

**Preferred Skills and Abilities**

- Knowledge of Macs and comfort problem solving Mac programs.
- Sense of humor.
- Experience in working with people with disabilities.
- Experience working in a law firm.

**Education Requirements**

Bachelor’s Degree preferred. Candidates with non-traditional educational pathways and commensurate life/work experience considered.

**Experience**

5+ years of administrative experience reporting to upper management.

**Salary and Benefits**

CPR offers an excellent salary, and a unique benefit package, including health insurance; disability insurance; paid time off, including vacation, sick, and personal days; retreat time and a flexible spending account; and a 403(b)-retirement plan.
Work Hours and Location
Monday through Friday 9am to 5pm, with some required flexibility for evening, overnight, and weekend needs. This position is based out of our Easthampton, MA office.

Application Instructions
Please send a cover letter and resume to Cathy Costanzo (she/hers), Center for Public Representation, 5 Ferry Street, Suite 314, Easthampton, MA 01027, or by e-mail to hiring@cpr-ma.org, by September 30th, 2023. If you are having technical difficulties while applying, or need assistance/accommodations to apply, please call (413) 586-6024.

CPR is committed to advancing equity, diversity, and inclusion in our work and within our organization. We believe that excellence is best achieved by bringing together and embracing a variety of difference lived experiences and perspectives. We therefore encourage and welcome applications from members of the BIPOC and disabilities communities, as well as candidates from other historically under-represented communities.