

EMERGE CONNECTICUT™

JOB DESCRIPTION: PART-TIME EXECUTIVE ASSISTANT

ABOUT THE ORGANIZATION

Based in New Haven, EMERGE Connecticut™ is a nonprofit social enterprise committed to assisting formerly incarcerated people ages 18 and older to successfully integrate back into their families and communities statewide. We work alongside people returning home as they seek a supportive and healthy transition from incarceration through paid employment, training, peer-mentorship, coaching, tutoring, and other trauma-informed services. EMERGE's reentry model has proven successful in New Haven since July 2011 where just 11% of EMERGE crewmembers returned to prison on a new conviction within two years of their enrollment—in contrast to over one-third of people nationwide (BOJ, 2021).

JOB DESCRIPTION

The Part-Time Executive Assistant will support a dynamic leadership team bringing EMERGE Connecticut™ into a new phase of growth to replicate a second site in Connecticut. Working with the Executive Director and Director of Training and Business Development, this role is responsible for ensuring the seamless execution of the respective director's weekly and quarterly agendas, as well as overseeing office management duties in New Haven. A successful Executive Assistant will bring a passion for EMERGE's mission, adopt a broad understanding of EMERGE's strategic goals, and have a sincere willingness to learn. The Executive Assistant will be expected to split time 60% in support of Executive Director and 40% in support of the Dir. of Training and Business Development.

An ideal candidate has:

- Top-notch organizational skills and a drivenness to maintain organizational systems
- Lived experience and/or self-reflective understanding of unequal impact of prisons and policing
- Interest in reentry, racial justice, social enterprises, and/or one of EMERGE's areas of business (construction, landscaping, greenskills)
- Excellent verbal and written communication skills to carry projects forward by phone, email, and/or formal communication materials with little guidance from directors
- Experience and comfort level with asking for clarification, naming barriers, and redirecting focus toward project goals in a sometimes busy environment
- Experience managing calendars, office phones, and simultaneous projects
- 1+ years office management or executive assistance experience, preferred
- Bachelor's degree, preferred

Applicants who have been impacted by the criminal legal system who may not meet all the listed requirements are highly encouraged to apply.

DUTIES

- Provide Executive Director with light scheduling assistance to ensure weekly calendar aligns with quarterly project deadlines, ED travel schedule between sites, etc.
- Review planning tools and documents related to finances, grants, and staffing to understand ED's strategic goals and provide administrative support in meeting these goals
- Draft basic letters to donors and community partners, as well as internal memos

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- Manage Board calendar, communications, and records on a quarterly basis and ad hoc as needed
- Draft quarterly Board reports aligned with Executive Directors' goals, assemble all necessary report materials, and disseminate to the Board in a timely fashion
- Attend and take minutes at all quarterly Board meetings and ad hoc meetings as needed
- Provide Director of Training and Business Development with filing, bidding assistance, and invoice tracking
- Maintain, and create if necessary, electronic and paper filing systems for Business and Finance workflows
- Maintain inventory, ordering schedule, and budget for all office supplies in coordination with staff across departments
- Renew all registrations related to EMERGE's social enterprise and nonprofit status on an annual, bi-annual, etc. basis and coordinate necessary staff and Board
- Manage office phone line and utilize discernment to redirect calls to staff, take messages, and/or flag urgent calls
- Oversee and support staff in the regular cleaning and organization of New Haven office to provide a hospitable and clean environment for all staff and participants
- Utilize donor and case management database, with possibility of growing into database administration per skill and interest
- Adhere to COVID-19 Safety Protocols and encourage adherence from participants

POSITION DETAILS

Title:	Part-Time Executive Assistant
Hourly Wage:	\$25 per hour
Schedule:	20 hours per week (in person)
Time Off:	10 Paid Time Off (PTO) Days at the start of contract (non-accrual) and 14 Paid Holidays
Evaluation:	New employees are subject to a 90-day evaluation period. A performance review will be conducted at the close of the period based on agreed-upon goals. After the initial evaluation, performance reviews will be conducted on an annual basis to assess performance to-date, and to clarify or modify this arrangement, as the need may arise.