

JOB DESCRIPTION: Executive Assistant & Special Projects Coordinator



In June 2015, after a series of overdose deaths, the Gloucester Police Department launched the groundbreaking Angel Initiative, which promised that anyone walking into the police station to request help with a substance use disorder would be given an immediate pathway to treatment, not arrest. That same month, the Police Assisted Addiction & Recovery Initiative (PAARI) was founded as a 501c3 nonprofit to accelerate this movement and help other law enforcement agencies create pathways to treatment and recovery. PAARI provides technical assistance and support, convenings, seed grants, connections to treatment centers, a network of like-minded law enforcement agencies, a unified voice with media and legislators, and capacity building through AmeriCorps. Since June 2015, PAARI has launched more than 375 law enforcement programs in 32 states and helped more than 12,000 people take the first steps on their path to recovery.

PAARI seeks a full-time Executive Assistant & Special Projects Coordinator to join our dynamic, growing team. The Executive Assistant & Special Projects Coordinator will serve as the right hand and strategic partner to PAARI's Executive Director, providing critical, high-level support. This position is an opportunity for a highly organized, detail-oriented individual with outstanding interpersonal skills and a strong sense of initiative to play a critical role in the advancement of PAARI's innovative and life-saving work. This person must also thrive in a fast-paced startup environment, managing multiple projects efficiently and effectively. Responsibilities include, but are not limited to:

Executive Director Support:

- Support communications and correspondence, including taking calls, responding to emails, and drafting letters, while ensuring prompt, accurate, and appropriate responses
- Format, proofread, and help prepare internal and external documents and presentations
- Manage the Executive Director's calendar, organize meeting logistics, and coordinate travel
- Perform data entry and develop and maintain filing systems
- Manage office operations, including ordering supplies and coordinating with vendors
- Other duties as assigned

Special Projects:

- Coordinate logistics for organization-wide events
- Provide administrative support and coordination for grant-funded projects with the Lutz Foundation and Massachusetts Service Alliance, including tracking project data, preparing reports, coordinating logistics for trainings and team meetings, and overseeing member recruitment, selection, and onboarding
- Assist with other organization-wide projects as needed

Competencies & Qualifications:

- 1-2 years experience at a nonprofit, law enforcement agency, or social service agency
- Exceptional oral and written communications; friendly, helpful, professional
- Superior organizational skills and deep attention to detail
- Strong time management skills and ability to perform multiple tasks simultaneously and meet deadlines
- Self-motivated, resourceful, and flexible, with a positive attitude and strong work ethic
- High integrity, sound judgment, and ability to maintain confidentiality
- Ability to work both independently and collaboratively
- Excellent computer, internet, and information technology skills, including proficiency in Google Mail, Calendar, and Drive as well as Microsoft Office, and the ability to learn new technology tools quickly
- Committed to PAARI's mission and comfortable serving as an ambassador of PAARI's mission
- Individuals personally impacted by addiction, including those in recovery, are strongly encouraged to apply

Please submit a resume and cover letter in PDF format to info@paariusa.org with "Executive Assistant & Special Projects Coordinator" and your full name in the subject line. Applications will be accepted on a rolling basis and we encourage candidates to submit materials as soon as possible. The compensation package for this full-time position includes health insurance, including dental and vision, 120 hours paid time off, 401k with employer match, life insurance, professional development, and an annual salary of \$34,000-40,000. This position can be based in Boston, MA or Gloucester, MA. No phone calls please.