



## **JOB DESCRIPTION: Executive Assistant & Program Coordinator**

PAARI has an immediate opening for a full-time Executive Assistant & Program Coordinator to join our team. The Executive Assistant & Program 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 an ambitious, highly organized, high-performing, 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. Please note that we will also consider manager and director-level candidates and the title and compensation can be adjusted for the right candidate. Responsibilities include, but are not limited to:

### **Executive Director Support:**

- Support email, phone, and written correspondence, ensuring prompt 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 and office operations
- Coordinate logistics for organization-wide events
- Other duties as assigned

### **Program Coordinator:**

- Work closely with Executive Director and Program Assistant / Intern to provide administrative support and coordination for PAARI-AmeriCorps program, including tracking project data, preparing reports, coordinating logistics for trainings and team meetings, ensuring grant compliance, and overseeing member recruitment, selection, and onboarding

### **Qualifications:**

- 2-3 years experience at a nonprofit, law enforcement agency, or social service agency
- Exceptional oral and written communications; friendly, helpful, professional
- Ability to build rapport and communicate with a diverse group of people
- Strong organizational and administrative skills and attention to detail
- Skilled multi-tasker comfortable in a fast-paced environment with multiple deadlines
- Flexibility, resourcefulness, positive attitude, and strong work ethic
- Willingness to take initiative and comfortable taking ownership of projects
- High integrity, sound judgment, and ability to maintain confidentiality
- Strong computer and internet skills, competency with Google Drive and Google Calendar preferred
- Committed to PAARI's mission and comfortable serving as an ambassador of PAARI's mission

**About PAARI:** The Police Assisted Addiction & Recovery Initiative (PAARI) is a nonprofit organization with a mission to help law enforcement agencies nationwide create non-arrest pathways to treatment and recovery. Founded alongside the groundbreaking Gloucester Police Department Angel Initiative in June 2015, PAARI has been a driving force behind this rapidly expanding community policing movement. We provide technical assistance, coaching, grants, and other capacity-building resources to more than 400 police departments in 32 states. PAARI and our law enforcement partners are working towards a collective vision where non-arrest diversion programs become a standard policing practice across the country, thereby reducing overdose deaths, expanding access to treatment, improving public safety, reducing crime, diverting people away from the criminal justice system, and increasing trust between law enforcement and their communities. PAARI also works to reduce stigma, educate the media and lawmakers, and influence state and national policy to expand access to treatment on demand. Learn more at [www.paariusa.org](http://www.paariusa.org).

**How to Apply:** This is a full time, salaried position based out of PAARI's Boston Office, 253 Amory Street, Boston, MA 02130. 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 \$36,000-46,000, based on experience. Please submit a resume and cover letter in PDF format to [info@paariusa.org](mailto:info@paariusa.org) with "Executive Assistant" and your full name in the subject line. We are looking to fill the position immediately and encourage candidates to apply by July 31, 2018. PAARI is an equal opportunity employer. Individuals with relevant lived experience are encouraged to apply. No phone calls please.