



Executive Assistant- Job description

The Executive Assistant will provide administrative and organizational support to the Executive Director of the Massachusetts Immigrant Advocacy and Refugee Coalition (MIRA). Working closely with the ED, this role helps keep day-to-day operations running smoothly for the ED by managing schedules and calendars, coordinating communications, supporting board activities and assisting with fundraising and event support.

The ideal candidate is highly organized, detail-oriented, and able to manage multiple priorities with care and discretion.

Job type: Part-time (15hrs/week)

Work Schedule: Schedule to be agreed upon for 15 hours during Monday-Friday, 9.00 am-5pm; primarily in-person

Salary range: \$25- \$28 per hr

Location: Boston, Massachusetts

Apply: hrrecruiting@miracoalition.org

Principal Duties & Responsibilities

Executive Support & Office Administration:

- Manage the Executive Director's complex calendar, including scheduling meetings with staff, donors, board members and community partners
- Monitor and draft email correspondence, and manage daily communications
- Assist the Executive Director in managing tasks and priorities
- Coordinate travel arrangements, including flights, lodging, transportation and itineraries
- Assist in preparing and coordinating the signing of documents, reports and other meeting materials as needed
- Support MIRA Coalition with calendaring of staff activities and events, including managing logistics for internal events
- Assist in responding to messages in MIRA's general phone answering system and responding to office visitors
- Support ED's administrative projects to ensure efficient workflow
- Coordinate internal and external communication as needed
- Assist in other administrative and operational tasks as needed

Board relations:

- Prepare board meeting agendas, presentations and supporting materials for the ED
- Serve as a liaison to Board of Directors
- Attend board meetings, record meeting minutes, and distribute follow-up materials
- Coordinate scheduling and communications for board meetings and leadership team.



Development and Event Support:

- Prepare donor acknowledgements and thank you letters in coordination with the development team
- Assist in coordinating fund raising events, board gatherings and staff events

Required Skills and Experiences:

- 2-5 years of administrative, executive assistant or office management experience
- Strong organizational and time management skills with the ability to prioritize multiple responsibilities.
- Ability to handle confidential information with discretion
- Excellent written and verbal communication
- Strong commitment to immigrant rights and social justice
- Proficiency in working with Google Workspace, Calendly, DocuSign, Salesforce, Raiser's Edge, and other tools for scheduling, document management and team collaboration

Preferred Qualification:

- Prior experience supporting executive leadership working in a nonprofit organization preferred
- Exceptional organizational skills, attention to detail and ability to manage priorities
- Strong interpersonal and relationship building skill with the ability to communicate effectively across diverse stakeholders
- Must be flexible in changing circumstances, able to manage diverse issues
- Capability to handle multiple tasks simultaneously

Salary:

The salary range for the position is \$25-\$28 per hour depending upon experience. This part-time position is not eligible for benefits.

To apply: Please submit a PDF cover letter and your resume to hrrcruiting@miracoalition.org with "Executive Assistant" in the subject line.