
Job Title	Senior Executive Assistant
PVN ID	BK-2511-007119
Category	Clerical/Office Services
Location	BROOKLYN COLLEGE
Department	Institute on Gender, Law and Transformat
Status	Full Time
Annual Salary	\$72,000.00 - \$80,000.00
Hour(s) a Week	35
Closing Date	Jan 19, 2026 (Or Until Filled)

General Description

The Institute on Gender, Law and Transformative Peace invites applications for the position of Senior Executive Assistant. The Institute serves as a hub for cross-sectoral, cross-movement, and transnational organizing, research, and scholarship. It works to advance the cutting edge of rights-based approaches to national and international law and policy, including peace and transitional justice processes, reconstruction, and human rights mechanisms. The Institute partners with local organizers and communities to strengthen movement-building initiatives from around the world.

The Institute seeks a dynamic Senior Executive Assistant to support day-to-day information flow, scheduling, financial accounting, and operational and program and project planning. The Senior Executive Assistant will be responsible for managing essential aspects of daily operations including managing meeting schedules and travel coordination, maintaining all filing and internal systems, tracking expenses and preparing for and taking notes of meetings. The Senior Executive Assistant must be able to work with a wide range of stakeholders and represent the IGLTP and its Director(s) with poise, clarity, and the highest levels of professionalism. This position requires supporting and occasionally cross-covering for the Program Manager and other Institute staff during absences. The position requires an ability to work with confidential data and information and independently problem solve and seek solutions.

Reporting to the Managing Director, the Senior Executive Assistant provides administrative and operational support to further the Institute's success.

The Senior Executive Assistant is responsible for:

1. Information Flow

- Manages meeting schedules and other necessary information for the Executive Director and Managing Director.
- Maintains paper and electronic filing systems to ensure accessibility, accuracy, and completeness of IGLTP materials.
- Drafts, reviews, and sends communications to key institutional stakeholders, including the Global

Advisory Board, donors, and appropriate units within CUNY School of Law and Brooklyn College, as requested.

- Informs the Managing Director of administrative issues and potential solutions in a timely and professional manner and takes action to implement agreed-upon resolutions.

2. Financial Accounting

- Tracks expenses and prepares monthly reports to support budget management.
- Ensures timely entry of financial transactions and monitors progress of approvals for timely payments on IGLTP expenses.

3. Operational & Program Planning

- Organizes and prepares for meetings, including gathering documents, researching venues and other event needs, synthesizing information and research, and attending to meeting logistics.
- Coordinates and supports materials production for program events.
- Oversees domestic and international travel coordination.
- Manages relationships with travel agencies and vendors.
- Takes and maintains notes of meetings and is able to discern and summarize key points.
- Ensures effective management of event planning to ensure program participants are well served.
- Other duties as assigned

Other Duties

Due to periodic deadlines and occasional special events, some evening and/or weekend work may be required.

Qualifications

The ideal candidate will be deeply committed to the Institute's mission and values, and bring the skills and experience to:

- Communicate at a high level, both verbally and in writing
- Ability to work with confidential information and has a high level of discernment
- Work well independently with supervision
- Attend to detail and uphold standards of professionalism and appropriateness
- Problem-solve and manage time effectively
- Organize and track multiple requests to completion
- Interact positively and professionally with a wide range of people, both nationally and internationally
- Thrive in a fast-paced environment with a resourceful can-do attitude
- Learn, adapt, and produce results in response to requests and guidance

Skills and Abilities:

- B.A. degree or equivalent experience is required

- Office experience
- Strong organizational skills and attention to detail
- Strong writing and communication skills
- Fluency in Microsoft Word and Excel