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Job Title	Executive Assistant
PVN ID	JJ-2401-006058
Category	Clerical/Office Services
Location	JOHN JAY COLLEGE OF CRIMINAL JUSTICE
Department	Institute for Justice and Opportunity
Status	Full Time
Annual Salary	\$50,000.00 - \$52,000.00
Hour(s) a Week	35
Closing Date	Mar 05, 2024 (Or Until Filled)

## General Description

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The John Jay College Institute for Justice and Opportunity's seeks an organized, and professional **Executive Assistant** to offer critical administrative support to the newly appointed Executive Director. The Executive Assistant must thrive in a fast-paced environment that is driven by mission, results, and commitment to community stakeholders, such as students, funders and other staff members.

The Executive Assistant provides strong administrative, digital and proactive support. Additionally, they will be required to meet deadlines and operate with a keen sense of balancing shifting priorities. They support a variety of day-to-day operations, including scheduling meetings, and taking notes, assisting with programmatic needs, tracking metrics, and handling office management including budget reconciliation and reporting. The work involves extensive communication and coordination among many departments and requires the flexibility to undertake projects and the skill to communicate effectively with project stakeholders, management, and other relevant parties.

### ABOUT THE INSTITUTE:

As a champion of institutional, structural, and personal transformation, the John Jay College Institute for Justice and Opportunity (The Institute) opens doors and eliminates barriers to success for people who have been involved in the criminal legal system. The Institute is one of twelve research entities that collectively comprise the Research Consortium of the John Jay College of Criminal Justice. The Institute has a diverse portfolio of projects that focus on identifying what it takes for people to live successfully in the community after justice involvement and on increasing the effectiveness of the professionals and systems working with them. Recognizing the transformational power of education, the Institute focuses much of its work on increasing access to higher education for people with criminal histories. The Institute's comprehensive and strategic approach includes direct service, research, and technical assistance.

To learn more please visit our website: <https://justiceandopportunity.org/>

## Other Duties

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- Provide administrative assistance, such as writing and editing correspondence, memos and other communications.
- Welcome visitors and identifying the purpose of their visit before directing them to the appropriate office.
- Manage the calendars for the Executive Director using Outlook.
- Schedule and prepare rooms of internal team meetings and meetings with external stakeholders.
- Ability to develop, proofread and/or copy agendas, presentations, and other materials for key meetings. In addition to ensuring they are sent out to participants in advance of the meeting.
- Ability to take notes during meetings, if requested.
- Assist in the compilation of reports for funders, RFPs and other stakeholders.
- Coordinate and communicate frequently to Directors, Executive leadership, Staff, and all other departments as necessary
- Reply to routine telephone, email, and mail correspondence
- Plan event logistics for graduations, parties, information sessions, staff trainings, and workshops
- Liaise with facility operations, including custodial, catering, and security services.
- Submit work orders for office-related operations, and order and organize office supplies
- Organize physical and digital records
- Complete daily administrative tasks and additional responsibilities as assigned.

## Qualifications

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- Interest in the administration and initiatives in service of community development and social justice
- Impeccable attention to detail and ability to follow procedures accurately
- Strong written and oral communication skills
- Skill in working collaboratively with diverse stakeholders
- High degree of professionalism and reliability, a willingness to learn, and a demonstrated history of taking initiative
- Ability to balance multiple tasks and projects and assist the supported positions in maintaining their priorities, as well as diplomatic acumen
- Excellent computer skills, especially Microsoft Office (Outlook, Word, Excel, and PowerPoint), Google Suite, Canva and CRM databases
- Aptitude for maintaining and creating systems, as well as strong data organization and analytical abilities
- Excellent note-taking skills; experience with taking minutes a plus
- Ability to work independently, seek out needed information in order to complete assignments, and prioritize tasks at hand
- Proactive, professional demeanor.

**Candidates with lived experience are strongly encouraged to apply. Please send cover letter and resume.**

*At the Institute, we are committed to providing an environment of mutual respect where equal employment opportunities are available to all applicants and teammates without regard to race, color, religion, sex, pregnancy (including childbirth, lactation and related medical conditions), national origin, age, physical and mental disability, marital status, sexual orientation, gender identity, gender expression, genetic information*

*(including characteristics and testing), military and veteran status, and any other characteristic protected by applicable law. The Institute believes that diversity and inclusion among our teammates is critical to our success, and we seek to recruit, develop and retain the most talented people from a diverse candidate pool.*