



**Job Description**  
**EXECUTIVE ASSISTANT TO THE PRESIDENT**

**Overview:**

The New England Legal Foundation (“NELF”) seeks an experienced, personable, detail-oriented, articulate self-starter with a good sense of humor and a shared sense of mission to serve as Executive Assistant to the President and as administrative support to the Director of Development and other senior staff in our downtown Boston headquarters. NELF is a non-partisan, non-profit organization founded in 1977 that files strategic litigation and amicus briefs in state and federal courts to advance free enterprise, property rights, limited government based on rule of law, and inclusive growth in the six New England states. The Executive Assistant to the President will play a key role in providing administrative support to the President and Director of Development, while also creating a positive impression of our efforts and offices for NELF sponsors, supporters, and guests. As the organization grows, the Executive Assistant will work with the President to help hire, train, manage and oversee a team of administrative staff.

**Location & Schedule:**

This position is based in NELF’s Boston, Massachusetts office in the Jeweler’s Exchange Building at Downtown Crossing. While there is flexibility for occasional remote work, this position will be primarily in office given the nature of the role and responsibilities. The workday at NELF is Monday through Friday, from 9 a.m. to 5 p.m., except Fridays from Memorial Day to Labor Day when the work week ends on Fridays at 12:00 noon. NELF recognizes all state and federal holidays.

**Duties & Responsibilities:**

*Executive Assistant to the President Function:*

- Managing the President’s calendar and email inbox; composing correspondence on behalf of the President; ensuring that all inquiries are responded to in a timely fashion and/or delegated to the appropriate staff.
- Managing all aspects of the President’s schedule, including internal and external meetings and events, and speaking engagements.
- Coordinating all travel arrangements.
- Preparing briefings and materials for Board or Advisory Council meetings in coordination with relevant membership and staff, and occasional travel (less than 10%) to each New England state to attend Advisory Council meetings with the President.
- Serving as an initial point of contact with the Advisory Councils from each state or sector

- Processing and logging all correspondence, including preparing and mailing all donation receipts, thank you notes, and acknowledgements, and managing outbound mail.
- Preparing and revising and sending correspondence from the President or Director of Development to new or renewing sponsors, supporters, and foundations.
- Organizing and maintaining a file system to track all correspondence and documents.
- Regularly updating the content of NELF's website using the WordPress app, as requested by the President.
- Posting content on NELF's social media platform, as requested by the President.
- Other miscellaneous support and projects as requested by the President.

*General Administrative Function:*

- Serving as primary point of contact for external guests, callers and vendors, including but not limited to IT, telephone, culinary, facilities, and internet service.
- Assisting guests and event attendees at our headquarters by greeting and guiding them to appropriate locations or personnel.
- Overseeing and managing the Visiting Attorney Offices and conference room as may be reserved by sponsors and other users of our headquarters facilities.
- Training, mentoring, and managing junior administrative staff.
- Coordinating with the Director, Finance and Operations, to assist in all aspects of the office management including, but not limited to, office maintenance, receiving and distribution of mail, ordering office supplies and maintaining office equipment.
- Coordinating with the Director, Finance and Operations regarding facility and equipment repair requests with building management and/or outside vendors and follows up through completion.
- Monitoring staff schedules and tracking time off.
- Overseeing staff travel arrangements and expense reimbursement logging via Concur app.
- Hiring and supervising of student intern(s) for administrative projects and events.
- Other miscellaneous projects and tasks as may be requested from time to time by the President, the Director of Development, or the Director, Finance and Operations.

**Qualifications:**

*Education*

- Graduate of a four-year college program or equivalent experience in providing executive and administrative support to an organization.

*Attributes*

- At least 3 years of experience providing administrative or operational support to a lawyer, business manager, or executive; some office/operations management experience preferred.
- Excellent written and oral communication skills, accuracy in spelling, fluency in English, and professional demeanor
- Ability to exercise independent judgment in the completion of tasks and self-starting with little supervision
- Superior organization skills and attention to detail; ability to multitask and prioritize responsibilities

- Must be able to handle highly confidential and sensitive information with the utmost discretion
- High proficiency in Microsoft Office software and aptitude to learn new software and systems, including WordPress, Concur, Blackbaud, and PowerPoint.
- Team player with a “can do” attitude, positive energy, outgoing and enthusiastic personality.

**Compensation:**

Base salary in range of \$55,000 to \$65,000, depending on experience, with up to 10% annual bonus upon NELF attainment of budget and revenue targets. Excellent benefits package including medical and dental coverage, PTO, 401(k) plan with employer contribution, summer Friday afternoons off work, and reimbursement of MBTA or parking expenses for non-remote position.

**How to Apply:**

Please send PDF copies of your cover letter and resume to [careers@newenglandlegal.org](mailto:careers@newenglandlegal.org). All applications will be acknowledged for receipt but we regret we cannot provide updates to all applicants beyond initial receipt. The position will be posted on our website until an offer is accepted by the finalist candidate. Early application is encouraged, as all applications will be considered on a rolling basis. For more information about NELF, please visit our website at [www.newenglandlegal.org](http://www.newenglandlegal.org).

*The New England Legal Foundation is committed to creating a diverse and inclusive environment and is proud to be an Equal Employment Opportunity Employer. All qualified applicants will receive consideration for employment without regard to age, race, color, religion, national origin, sexual orientation, gender or gender identity, disability and protected veterans' status or any other characteristic protected by law. Please Note: NELF does not accept resumes submitted by recruiting/staffing firms unless we specifically request otherwise in writing. Unsolicited resumes will be ineligible for referral fees.*