

Summary

TPP's Administrative Assistant is a crucial role for our organization. Reporting to the Executive Director, the Administrative Assistant works closely with TPP's leadership, staff, fellows, volunteers, advisors, partners, and champions to achieve our mission.

Essential Duties and Responsibilities

The primary responsibility of this role is to prioritize and address tasks as directed by the Executive Director. While all duties are important and must be completed, tasks assigned by the Executive Director will take precedence.

Primary Responsibilities

- **Calendar Management** – Maintain calendars for the Executive Director, Senior Director of Programs, and the team's collaborative calendar. Ensure that all internal and external meetings are accurately displayed, with locations and/or videoconferencing links as appropriate. Ensure that Executive Director and leadership team is aware of upcoming meetings and potential conflicts.
- **Correspondence** – Respond to phone calls and draft, review, and send emails on behalf of the Executive Director and Senior Director of Programs.
- **Travel Arrangements** – Plan and coordinate travel for the Executive Director, Senior Director of Programs, and other staff as requested. Includes booking flights, accommodations, transportation, and preparing necessary travel documents.
- **Event Attendance** – Attend events and meetings with Executive Director. Ensure Executive Director is prepared for each respective meeting/event, take notes, collect business cards, etc. Ensure that internal debriefing (including updates to larger team) and external follow-up occurs in a timely manner.

Additional Responsibilities

- **Operations and Administrative Duties** – Coordinate with TPP's fiscal sponsor, Tides Center, and their systems. Manage financial data, produce regular reports, and other activities using Salesforce and NetSuite. Be present in the office (50 Milk Street, Boston) on a regular basis to host meetings, receive mail, and access resources.
- **Meeting/Event Preparation** – Coordinate internal and external meeting logistics (including for TPP Board of Advisors). Send calendar invitations, finalizing agenda, reserve meeting space, send reminders print materials, order food, etc. Record meeting minutes and follow up on action items as needed. Ensure that information is relayed to participants in a timely manner.
- **Website & Media Management** – Oversee the organization's website, ensuring content is up-to-date, accurate, and aligned with the mission. Manage the storage and organization of media content, including photos and videos for communication efforts.
- Act as primary point of contact for the organization.
- Represent TPP in the community as requested and required.
- Support all aspects of TPP's programming as requested and required.

Education and/or Experience

- Individuals who are formerly incarcerated or otherwise system impacted are encouraged to apply.
- Though previous experience with Restorative Justice is not required, preference will be given to those who have successfully led or completed RJ programming.
- At least 1+ year of relevant work experience preferred.

Knowledge, Skills and Abilities

- Is inspired by our mission and willing to embrace Restorative Justice in all aspects of our work
- Ability to work collaboratively with individuals of all backgrounds and system leaders
- Must submit a CORI form upon selection
- Proficiency with Microsoft Office and Google products
- Reliable transportation required. Valid driver's license and reliable personal vehicle preferred
- Thrives in a startup environment and comfortable being a part of a young and rapidly-growing organization
- Collaborative spirit who will guide and lead alongside all staff
- Exceptional interpersonal and relationship-building skills
- Excellent verbal and written communication skills
- Positive attitude with creative problem-solving skills
- Strong attention to detail, organizational, and strategic thinking skills
- Experience working and collaborating with a small team in coordination with other staff and volunteer leaders
- Self-motivated and highly organized, with the ability to work well under pressure and manage multiple projects at once

Compensation:

This is a full-time, 40-hour per week, exempt position with a salary of \$65,000 per year.

Organizational Relationship

Reports to Executive Director

Physical Demands

Sitting in a chair. Able to work at a computer. Local Travel. Occasional evening and weekend hours.

Work Environment

This work is hybrid virtual and at various locations in the community. Our main office is located at 50 Milk Street in Boston. Programming and meetings take place virtually or in-person at the discretion of TPP leaders and our community partners.