We’re looking for an Executive Staff Assistant!

Worth Rises seeks a seasoned Executive Staff Assistant (exempt) based in New York City! The Executive Staff Assistant will coordinate the day-to-day activities of the organization and provide critical support to the team and leadership. The ideal candidate will be a self-starter with meticulous attention to detail, be able to work both independently and as part of a collaborative team, and thrive in a fast-paced and demanding work environment. This is position based in New York City and will report to the Chief Operating Officer.

Worth Rises is a non-profit advocacy organization dedicated to dismantling the prison industry and ending the exploitation of those it touches. Partnering with directly impacted people, we work to expose the commercialization of the criminal legal system and advocate and organize to protect the economic resources extracted from affected communities and strip the industry of its power. Through our work, we strive to pave a road toward a safe and just world free of police and prisons.

**Primary Responsibilities**

- **Executive and Administrative Support**
  - Coordinate daily calendar and scheduling for the Executive Director, including meetings, reservations, travel arrangements, expenses, and timesheets
  - Manage the Executive Director’s email inbox, flagging priorities to ensure important and timely matters are addressed
  - Distribute agendas and take notes for internal meetings, sharing with attendees in a timely manner and following up on next steps
  - Conduct regular maintenance of organization’s folders and documents in Dropbox and Google Drive
  - Fill capacity gaps related to administrative tasks for the team

- **External Relations**
  - Answer calls to the organization’s main line and direct callers appropriately
  - Check and respond to physical mail and emails sent to the general inbox
  - Manage mass mailers to incarcerated people across the country

- **Event Planning and Coordination**
  - Coordinate logistics related to events including staffing, sponsorships, partnerships, transportation, and vendor payments
  - Manage virtual events and webinars including breakout rooms, polling, etc.
  - Work within budget guidelines to identify mission-aligned event vendors and work closely with them to ensure the delivery of high-quality products and services
Manage and oversee day-of execution, including event set-up and tear-down

Development
○ Assist donors in processing gifts by providing organizational information and documentation
○ Maintain a development calendar to ensure timely updates and follow up with donors
○ Conduct prospecting research for potential donors

Desired Experience and Skills
• Bachelor’s degree or equivalent work experience
• At least three years of experience as an Executive Assistant, preferably supporting executive leadership
• Proven competency in using Outlook, Word, Excel, and PowerPoint
• Deep familiarity of Zoom including advanced features
• Proficiency in Spanish

Required Qualifications
• Superior organizational, administrative, and planning skills
• Highly organized with meticulous attention to detail and accuracy
• Ability to quickly switch gears with an active approach to problem-solving and grace under pressure
• Ability to manage multiple assignments at once with efficiency and skill
• Strong oral and written communication skills
• Thrives in a fast-paced, start-up work environment
• Disciplined self-starter with spark and creativity
• Strives for excellence with do-what-it-takes energy
• Derives energy from handling a variety of diverse tasks
• Respect for confidentiality and discretion for sensitive information

Compensation and Benefits
Worth Rises offers a generous compensation package, including full medical, vision, and dental coverage, 20 days’ vacation time, ten days’ personal/sick leave, and three days’ bereavement leave. Employees also receive a $75 monthly contribution to their phone bill. The annual salary for the Executive Staff Assistant is $62,000 - $72,000, depending on experience.

Application Instructions
Interested applicants should submit a résumé and cover letter to careers@worthrises.org with Executive Staff Assistant as the subject line.

Worth Rises is an equal opportunity employer, and strongly encourages formerly incarcerated individuals, directly impacted individuals, people of color, members of the disabled community, gender-variant and non-binary individuals, and other members of the LGBTQIA+ community to apply.