



Title: Executive Assistant to the CEO (Part Time, Permanent)

Salary: \$45-\$55 per hour depending on experience; 20-25 hours per week

Classification: Permanent, non-exempt (there is the opportunity for this position to become a full time salary position depending on future budgets)

Location: Virtual with roots in/connections to any of the following states: AL, AR, FL, GA, KY, LA, MS, NC, SC, OK, TN, TX, VA, WV

Travel: Up to 25%

WHO WE ARE

At New Disabled South (501c3), New Disabled South Rising (501c4), and New Disabled Futures (LLC) we are building a coalition across the South that centers the needs and daily experiences of disabled people. Our mission is to improve the lives of disabled people and cultivate strong disability rights and disability justice frameworks in the South. We do this by:

- Organizing our communities around the most critical issues we face
- Tracking legislation and policy that directly affects disabled people and educating our communities on its impacts
- Advancing legislative priorities that center our wellbeing and liberation
- Leading research on key issues
- Changing media and social narratives about disabled people

Through this work, we impact the allocation of resources in our states, increase our collective power, and make this country a better place for us to live. We do this all with the lives and experiences of disabled people at the center (nothing about us without us).

Per our 2023-2025 Strategic Plan, we are centering 3 strategic priorities to advance our mission: Poverty & Care, Criminalization, and Democracy.

WHO WE'RE LOOKING FOR

Reporting to the President and CEO, the Executive Assistant to the CEO will play a critical role in managing the calendar, communications, and special projects of the chief executive of the organization. Your responsibilities will range from administrative tasks like scheduling meetings and speaking engagements, fielding incoming emails and



requests, and ensuring the CEO's inbox is organized and manageable to writing and research-focused tasks like preparing meeting memos, developing talking points, and more. This part-time position offers a unique opportunity to contribute to our mission and make a meaningful impact.

If you are a dedicated and experienced professional who loves creating systems and processes to help keep organized and desires to grow and learn more in the fields of disability rights and disability justice, this role offers a flexible part-time schedule and the chance to be an integral part of a dynamic team. Our ideal candidate has an approach to the work that is rooted in a collective liberation philosophy, centers the voices and experiences of the multiply marginalized (BIPOC, LGBTQ+, native/indigenous, immigrant, etc.) and understands the importance of a holistic, intersectional lens and approach in everything they do. You are an experienced administrative professional with strong leadership skills who enjoys working independently in a startup environment within a flexible, exciting culture. You bring knowledge and experience in the communities that we serve and desire to be a part of a growing team.

The Executive Assistant to the CEO will be responsible for the following priorities...

- Help manage incoming and outgoing emails and requests
- Support the CEO on ensuring commitments are right-sized and in line with our organizational culture and values around sustainability and capacity; help our CEO say no!
- Schedule and manage the CEO's calendar, including booking travel and making trip arrangements
- As needed, accompany the CEO to meetings to take notes and track deliverables
- Help develop talking points, memos, and other materials to ensure the CEO is prepared for meetings and events
- Help monitor and ensure organizational deliverables are on track and deadlines are met
- Work with team members, consultants, and external partners on behalf of the CEO
- Manage special projects and partnerships as needed
- Other duties as needed/assigned



SKILLS & COMPETENCIES

The Executive Assistant to the CEO will possess the following experience, knowledge, and attributes...

- At least 2-5 years of administrative or related experience
- Previous experience working in a startup or rapidly growing organization a plus
- Exceptional attention to detail and relationship management skills
- Superior organization and communication skills, both written and verbal
- Highly flexible; skilled at and eager to manage evolving priorities
- Excels at planning, organizing, and carrying out multiple activities with competing deadlines
- Eager to learn new skills and competencies
- Is a motivated self-starter who works independently and thinks outside the box, looking for creative ways to take action; a creative problem solver
- Able to handle confidential and sensitive information
- Enjoys building new relationships
- Proficient in Asana, Google Workspace Tools, Salesforce, Zoom, and related platforms

COMPENSATION & BENEFITS

We offer great benefits!

- Thriving wage with annual organization-wide compensation reviews
- 4-day workweek (Fridays off!) with flexibility to work how, when and where you want
- Unlimited Paid Time Off/Sick Leave policy
- \$200 work from home stipend
- Over 3 weeks in organization-wide office closures, including a two-week winter break and 1 week summer break
- Discounts and perks on gym memberships and other benefits through our PEO
- And more!



HOW TO APPLY

Please email a resume and a cover letter describing why you are interested in the position to info@newdisabledsouth.org with the Subject: "PT Executive Assistant to the CEO". We will continue reviewing submissions through the end of March. We will begin reaching out for interviews the first week of April and hope to make a final offer by the end of April.

DO YOU THINK THIS MIGHT BE YOU?

If you see yourself in this job description but don't feel like you meet every single criteria, we encourage you to apply anyway! Research shows that individuals from historically marginalized groups tend to self-select out of opportunities at higher rates. We take a holistic approach to all of our hiring practices and want to hire those who best align with our mission and goals.

New Disabled South is an equal opportunity employer to all regardless of race, color, national origin, ancestry, sex, marital status, disability, religious or political affiliation, actual or perceived gender identity, age or sexual orientation. We encourage those who identify as disabled to apply.