



Executive Assistant/Program Coordinator Job Description

The Connecticut Bar Foundation (CBF), the primary funder of civil legal aid services in Connecticut, seeks applications for a dynamic and proactive Executive Assistant and Program Coordinator (EA/PC) to join our team. This individual will play a key role in supporting the Executive Leadership Team and the James W. Cooper Fellows Program by assisting the Program Manager and performing administrative tasks crucial to a well-functioning office and the alignment of Executive Leadership with the Board of Directors. The EA/PC reports to the Program Manager for tasks related to the James W. Cooper Fellows Program and the Deputy Director/Chief Operating Officer for tasks relating to executive/office assistance. This is a full-time, non-exempt position.

OUR MISSION: We are a committed and diverse group of professionals who are passionate about bridging the civil legal access to justice gap for Connecticut residents experiencing low-income. Our mission is to facilitate systemic change that advances civil justice for all, regardless of power or resources, to achieve a more just and equitable society. Our organization strives to be (1) a trusted voice and strategic steward of funding (2) a leader in building a stronger civil legal aid system, and (3) a convener of legal professionals and community advocates.

WHAT WE DO: We work together to achieve our mission by:

- Administering grant funding to support access to civil legal aid services for those who cannot afford private counsel,
- Funding scholarships, based on financial need, for Connecticut students attending law schools in the state, and
- Developing and overseeing programs to enhance the understanding and improvement of the law and legal institutions.

DUTIES & RESPONSIBILITIES:

Duties and responsibilities of the EA/PC position include the following, as well as other duties and responsibilities that may be assigned by the Program Manager and Executive Leadership Team:

- **General Administrative Support:** greeting guests visiting the office, answering and directing phone calls, responding to general inquiries, collecting and directing incoming mail, updating and maintaining the CRM database (e.g. Bloomerang and

Salesforce), managing and scheduling meetings and events, collecting, organizing, and distributing Board and Committee materials, working with Finance Department to make check deposits, maintaining office supplies and inventory

- **Website content:** updating and maintaining general content on CBF's website, supporting Program Manager in creating online event registrations, essay contest submissions, and award nominations
- **Event/Program Planning:** supporting the James W. Cooper Fellows Program Manager in planning, organizing, scheduling, and hosting James W. Cooper Fellow events including Annual Reception, Annual Essay Contest, roundtables, committee meetings, symposia, and other Fellows-related programming. Preparing event and program materials including designing posters, invitations, brochures, recognition awards and working with related vendors to process and produce these materials
- **Pledge & Donation Invoicing:** collecting and maintaining the James W. Cooper Fellows annual pledges, tracking Fellows' payments, and entering CBF-related donations into the CRM database. Working with the Program Manager and Finance Department to maintain donation records, systems, and processes, drafting donation and pledge acknowledgement letters

KEY SKILLS AND ABILITIES:

- Ability to schedule, organize, and prioritize meetings, events, and tasks for the Executive Leadership Team and Program Manager.
- Strong skills in organizing and distributing materials, such as Board and Committee documents, event materials, and program-related content.
- The ability to juggle various responsibilities, from administrative tasks to event coordination, ensuring that nothing is overlooked.
- Greeting guests, answering phone calls, and responding to questions or concerns in a friendly, professional manner.
- Ability to manage logistics, vendors, and materials for successful events.
- Proficiency in using CRM systems to maintain accurate records of donations, pledges, and other important data.
- Proficiency with office software (e.g., Microsoft Office Suite) and CRM tools, as well as graphic design software for creating event materials.
- Ability to liaise between departments (e.g., Program, Finance, and Executive teams) to support organizational goals.
- Experience handling sensitive information, such as donation records and Board materials, with discretion and confidentiality.

QUALIFICATIONS OF THE IDEAL CANDIDATE:

No candidate is expected to have all the preferred qualifications listed below. However, candidates with one or more of the following are strongly encouraged to apply:

- Minimum bachelor's degree and a year of related experience, preferably in a non-profit environment.
- Demonstrated understanding of the impact of race, bias, discrimination, and differential treatment of communities disproportionately composed of Black, Indigenous, and people of color, individuals who identify as LGBTQ+, individuals with disabilities, immigrants, limited English-speaking persons, and others who have been historically marginalized in rental housing markets and in the law and justice system.
- Knowledge and understanding of civil legal aid, courts and legal systems, landlord-tenant law and/or civil restraining order application process.
- Excellent listening and facilitation skills, excellent oral and written communication skills; attention to detail and accuracy.
- Experience with or ability to quickly master relevant software and platforms.
- Ability to contribute to a supportive and engaged office culture; willingness to pitch in as needed; keeping a sense of humor in times of stress.

COMPENSATION AND BENEFITS: Salary range \$50,000 - \$55,000. Free parking. Hybrid/remote position. Competitive benefits package including 13 paid holidays, up to 200 hours accrued paid time off, 100% employer paid medical, dental, vision and partial employer paid dependent coverage, life insurance, and retirement savings plan.

TO APPLY: Please email your complete application (combined into one .pdf) to apply@ctbarfdn.org including your resume and a cover letter describing your interest, relevant qualifications, experience, and where you heard of the position.

Please include "Executive Assistant/Program Coordinator" in the subject line of the email. Applications will be considered on a rolling basis. Due to the pace of the search, interested applicants are encouraged to apply as soon as possible. Please be prepared to share a professional writing sample and the names of 3 references. Incomplete applications will not be considered. The Connecticut Bar Foundation is proud to be an Equal Opportunity Employer, and is committed to hiring processes, an internal culture and delivery of services that further the values of diversity, equity, and inclusion.