



Leader in  
Social Justice



## Massachusetts Commission on LGBTQ Youth

*“Working for a Commonwealth where all youth thrive”*



### Career Opportunity Massachusetts Commission on LGBTQ Youth (Boston) Administrative Assistant Full Time - \$40,000 March 2021

Massachusetts Commission on LGBTQ Youth located in Boston, Massachusetts is looking for an Administrative Assistant. The Commission was originally founded in 1992 by Governor William Weld. The original Governor's Commission on Gay and Lesbian Youth was designed to respond to high suicide risk among gay and lesbian youth in the Commonwealth. That original Commission transformed in 2006 into an independent state agency established by law. Today, we are the Commission on Lesbian, Gay, Bisexual, Transgender, Queer, and Questioning (LGBTQ) Youth. JRI is the Commission's fiscal agent and a leader in social justice and one of the largest non-profit human service agencies in New England with over 100+ diverse programs and services. We pride ourselves on recruiting the best and the brightest.

#### What We Need:

- An individual committed to developing a positive collaborative culture that is strongly committed to ensuring high levels of acceptance and support necessary for LGBTQ youth to thrive.
- Administrative support to the Executive Director.
- “Desk” coverage during required hours, including answering and directing phone calls, messages, and email for Commission and Safe Schools Program.
- Research support for Executive Director (using the internet and organizational networks to find information).
- Assistance with meeting and event logistics, including corresponding with guest speakers, setting up meeting technology, scheduling rooms and venues, ordering and setting up refreshments, etc.
- Update Commission website in collaboration with Executive Director and Communications Manager.
- Track requests received for Safe Schools Program services, and works with Commission Program Manager in assigning appropriate training consultants with requesting schools.
- Processes all consultant contracts, including onboarding documents for new consultants.
- Processes consultant monthly invoices, including verifying invoices for accuracy and submitting for payment.
- Completes purchase orders and coordinates with JRI Health purchasing of supplies and materials.
- Administer Commission's software systems including Zoom and manage users.
- Clerical tasks as assigned, such as updating spreadsheets, finding information, and completing paperwork
- Provide meeting support for Executive Director, including taking notes, scheduling, corresponding with participants, and finding or preparing relevant documents.
- Any additional job related duties as directed by supervisor.

Under the supervision of the Commission Executive Director, this individual will devote their full time, skill, labor and attention to the performance of their responsibilities. **Due to COVID-19, our offices are currently closed until further notice and all responsibilities will be conducted remotely.**

The Massachusetts Commission on LGBTQ Youth is an independent state agency established under M.G.L. Chapter 3 Section 67 that advises others in state government on effective policies, programs, and resources for LGBTQ youth. Our 50-member Commission and its staff issue annual recommendations, work in partnership with 18 state entities, and hold community events and listening sessions. The Commission also produces the Safe Schools Program with the Department of Elementary and

Secondary Education provides training and technical assistance to schools across the state, organizes the statewide network of Gender and Sexuality Alliances (GSAs), and works to make schools safer for all students.

### What You Have:

- Excellent organizational and planning skills; detail oriented and organized; strong time management skills; ability to multi-task and prioritize work effectively; ability to manage a project from inception to completion.
- Excellent, advanced written and verbal communication skills; editing and proofreading skills; excellent interpersonal skills; ability to effectively and diplomatically relate to a wide variety of people.
- Proficiency in Microsoft Word, Excel, Google Drive, online data collection systems (like Google Forms or SurveyGizmo), meeting software, data management, and website interfaces (for updating information); ability to quickly learn and use new digital platforms.
- Ability to anticipate and meet needs to ensure efficient and smooth operations.
- Ability to work independently and exercise sound judgment; self-motivated and proactive; ability to assess and determine how to handle specific tasks; knows when to ask for guidance.
- Experience working collaboratively as part of a team; strong collaboration skills; ability to establish effective working relationships with multiple stakeholders.
- Demonstrated experience with solving problems or issues that require some investigation, analysis and/or interpretation to determine the course of action; ability to engage in research and investigation independently.
- Attends to details of professional presentation of documents, correspondence, etc.
- Schedule flexibility and availability for evening and weekend meetings and events.
- Demonstrated experience working with LGBTQ issues and populations, especially with LGBTQ youth of color; demonstrated proficiency with the concepts and terminology of social justice frameworks, including anti-racist, feminist, queer, and anti-ableist discourses; experience working with K-12 schools and school districts is a plus.

### What You Get:

- Annual salary of \$40,000;
- To positively make a difference in the lives of others;
- To join a team that is diverse, supportive, and fun;
- Opportunities for training, professional development, and advancement;
- Generous Paid Time Off (PTO) starting within the first year;
- Tuition reimbursement – up to \$4,000 per year;
- Over 76% covered health insurance and if you are covered by another non-state/ government sponsored health plan and decline health coverage you receive an additional \$73.84 per bi-weekly pay period;
- 100% dental insurance;
- 401K – JRI matches employee contributions up to \$800/calendar year;
- Pension (vested after 5 years).

### More about Us:

As the Commission's fiscal agent, JRI is a mission driven agency committed to creating a diverse, inclusive workforce to help us advance social justice. Find out more about JRI's programs and services in Massachusetts, Connecticut and Rhode Island as well as unique career opportunities at [www.jri.org](http://www.jri.org).

### How to Apply:

Send cover letter and resume attached as MS Word or PDF files to [jwilson@jri.org](mailto:jwilson@jri.org). Please include "MCLGBTQY Administrative Assistant" in the subject line. Applicants will be contacted if a potential match is identified.



**Be who you are!** JRI is strongly committed to providing an inclusive, diverse and welcoming environment for our employees and the people we serve. Persons from diverse backgrounds including women, communities of color, the LGBTQ community and people with disabilities are encouraged to apply. JRI is an equal opportunity employer.