



justice, hope & safety

**Job Announcement
Executive Assistant
March 2026**

The Political Asylum/Immigration Representation Project is the leading provider of pro bono legal representation to low-income asylum-seekers and immigrants unjustly detained in Massachusetts.

Job Title: Executive Assistant

Reports To: Executive Director

Position Status: Full-time; Non-Exempt

Position Description

As a contributing staff member of PAIR, the Executive Assistant will support the overarching mission of the organization and help PAIR to achieve its goal of ensuring that PAIR clients receive high quality legal representation as they seek political asylum and other related forms of humanitarian relief in the United States. The Executive Assistant is a confidential employee who supports the Executive Director and works closely with the Executive team. The position requires strong organizational and communication skills and computer proficiency. This role is essential to the operations of PAIR's internal systems, policies, processes, staff initiatives, board relations, and organizational logistics. The position is a hybrid work model of both remote work as well as work in the office (2 days/week), which includes on site at partnering stakeholder's place of business (such a community partner or vendor site) when necessary.

The Executive Assistant will work under the supervision and direction of the PAIR Executive Director and support the Executive team (Deputy Director/Legal Director, Development Director, Finance and Operations Director) to conduct the following activities:

- Provide administration support to the Executive Director, including managing office calendars, assisting with communications, preparing organization-wide materials and materials for quarterly board meetings
- Manage Executive Director's work-related tasks, including managing the executive calendar, scheduling appointments, and supporting Executive Director's professional expenses
- Handle day-to-day administrative functions, tasks, and assignments

- Compose and prepare confidential correspondence, facilitating the flow of information for the Executive Director within the office, and helping Executive Director to troubleshoot office-related issues
- Assist and act in a confidential capacity to the Executive Director, management team, and Board of Directors in connection with a variety of meetings and responsibilities, including labor relations, collective bargaining and contract administration without limitation
- Participate in confidential meetings with those who are formulating, determining and effectuating management policies in preparation for and related to collective bargaining negotiations
- Serve as the primary point of contact for internal and external stakeholders on all matters related to the Executive Director, including those of a highly confidential or critical nature, and prioritizing such inquiries and requests
- Gather and respond to requests for confidential information concerning employees or other stakeholders
- Support basic accounting, human resources, and other functions as assigned
- Support the maintenance of employee files and records
- Support recruitment and hiring processes, staff orientation and onboarding process, and offboarding
- Support with benefits administration
- Coordinate supply orders for the staff and office
- Assist with audit preparation, including gathering, safeguarding, and disseminating confidential financial information as directed
- Support with data entry and preparing of acknowledgement letters using donor management system
- Support with income/expenses processing
- Support with fundraising events and donations processing
- Prepare materials, computer equipment, and set up for attorney trainings and staff meetings
- Support with maintaining and coordinating aspects of PAIR's CRM database
- Serve as back-up and support to quickly handle any computer, internet, telephone, or other technology and equipment issues
- Conduct research to support new initiatives and organizational improvements
- Assist with special projects as needed, including but not limited to, facilitating trainings and presentations, data management, and administrative support for development, HR, finance and operations management, and other duties
- Schedule and coordinate meetings for staff and Board of Directors, including communication, logistics, technology, and meeting minutes
- Perform other duties as needed, including duties as part of PAIR's overall staff or as identified by the Executive Director or Board of Directors

Qualifications

3-5 years of administration-related work experience *preferred* in an office setting

Massachusetts residency required

Strong organizational and multitasking skills

Experience in a fast-paced, team environment

Ease and facility with social media including Facebook, LinkedIn

Proficiency in Microsoft 365 Suite (Word, Excel, SharePoint), Salesforce, and/or Google Suite or equivalent

Commitment to maintaining confidential information and data privacy

Comfortability in handling sensitive and confidential information

Ability and willingness to manage up and anticipate needs

Ability to commute to the office and work in-person

Familiarity with nonprofit operations, finance, HR, and/or development is a plus

Ability to communicate in person, phone, and electronic communication

Must have cultural sensitivity and ability to relate well and effectively in a diverse workplace with a diverse client population

Ability to establish and maintain a positive and professional relationship with co-workers, clients, and community service providers

Salary is commensurate with experience (target range is from \$60,000 - \$67,000).

Hours:

40 hours per week, hybrid schedule

Benefits:

PAIR offers generous benefits including health insurance (currently 100% premium covered for employee only), dental and vision insurance (currently 50% premium covered), 20 days paid PTO, 10 sick days, 13 paid holidays, summer half day Fridays, 403(b) plan, short & long term disability, Paid Family/Medical Leave through MA DFML, professional development, Employee Assistance Program (EAP), and group life insurance.

PAIR is an Equal Opportunity Employer committed to inclusive hiring and dedicated to diversity in both its staff and work. We encourage all people to apply, including Black, Indigenous, and People of Color (BIPOC), immigrants, people of all gender identities, and LGBTQ+ candidates. Nominations or applications, including a cover letter, resume, and 3 references, should be sent to career@pairproject.org.

By submitting an application to PAIR, you are confirming that everything included in your application is true and correct to the best of your knowledge.

Please no inquiries or phone calls.

Applications will be accepted on a rolling basis until the position is filled, and applicants selected for interviews will be duly notified.