



Mental Health Legal Advisors Committee

JOB ANNOUNCEMENT: EXECUTIVE ASSISTANT

The Mental Health Legal Advisors Committee (MHLAC) seeks an Executive Assistant to help discharge its mission of providing legal representation to persons who have or are perceived to have mental health concerns. The Executive Assistant hired will work full-time coordinating and supporting the work of MHLAC's management and financial teams. In addition to typical administrative functions such as scheduling meetings and invoice management, the person hired will also work closely with administrative staff to build strong communications, internally and externally, and support our advocates by making sure all systems functions dependably, processes are consistent, and needs are addressed.

MHLAC is an affiliated state agency of the Massachusetts Supreme Judicial Court, created by the legislature in 1973, that offers free legal assistance to indigent people with mental health challenges throughout the Commonwealth. MHLAC's experienced and talented staff focuses on identifying and addressing issues faced by significant numbers of clients in common. Approaches to solving client problems depend on the issue itself and the best strategy for accomplishing results. Tactics include class-based and targeted individual litigation, as well as legislative, administrative, and public advocacy.

MHLAC also serves as a statewide resource on mental health law and policy. It generates legal and policy materials, testifies on proposed laws and regulations, and has a long history of providing educational and training programs for public counsel, legal services attorneys, social workers, judges, and the general public. See <http://mhlac.org/what-we-do/> for a description of MHLAC's approach and work.

MHLAC is committed to addressing racial equity concerns. In making strategic work choice decisions, priority is given to issues affecting persons with multiple characteristics that expose them to bias (e.g. persons of color who have or are perceived to have mental health concerns). This is consistent with workplace values. MHLAC is committed to creating an inclusive environment that promotes and values racial equity and diversity. We strongly encourage and welcome people of color, people with disabilities, those with personal experience related to mental health concerns, members of the LGBTQIA+ community, and people with diverse life experiences and backgrounds to apply.

<u>Title:</u>	Executive Assistant
<u>Full/Part Time:</u>	Full Time
<u>Position Type:</u>	Non-Civil Service / Staff

<u>Confidential:</u>	Yes
<u>Salary Range:</u>	\$67,099.97 - \$98,777.22, commensurate with experience and qualifications. In the coming weeks, a one-time increase (cost of living adjustment) totaling 8% will be added to this salary range.
<u>Benefits:</u>	Strong package includes access to Massachusetts' excellent retirement plan for State employees.
<u>Office Location:</u>	100 Hancock Street, Suite 1002, Quincy, MA 02171
<u>Work location:</u>	Quincy, MA
<u>Website:</u>	www.mhlac.org
<u>Deadline:</u>	Submissions received after January 8, 2024 may not be considered.

Qualifications

- Bachelor's degree or some college or technical training preferred.
- Strong computer and organizational skills, including extensive experience with Windows, Office365, Salesforce, and VoIP platforms.
- Strong communication and time-management skills.
- Excellent written and verbal communication skills.
- Ability to work independently and receptive to supervision.
- Ability to work effectively and collaboratively with clients and co-workers in a team environment under sometimes stressful circumstances.
- Interest in working with persons with mental health issues and/or persons currently institutionalized preferred.
- 5-10 plus years' experience in the delivery of administrative support at an executive level.
- Experience in bookkeeping and vendor relations.
- Demonstrated commitment to valuing diversity, equity, and inclusion and contributing to an inclusive working and learning environment.

Duties

Responsible for supporting MHLAC's management team which includes the Executive Director, Deputy Director and Senior Supervising Attorney and the financial team that also includes the Finance and Operations Manager. This includes:

- Coordinating meetings and event scheduling.

- Working in conjunction with the office manager to plan all staff events, Board meetings and other meetings and events as needed. This includes assembling agendas and presentations, monitoring timekeeping, and managing other meeting needs.
- Facilitating contact on behalf of the management team with members of the MHLAC Board, consultants, collaborating organizations, and other external contacts.
- Drafting and maintaining meeting minutes of Agency managers and the Board of Directors, as well as those related to MHLAC advocacy projects.
- Perform document management of financial and confidential records and have available for ready retrieval. This includes invoices, office contracts, expense receipts and other financial documents.
- Maintain working budgets for current project activities and events.
- Assist in implementing a streamlined reimbursement request process and other administrative processes.
- Provide accounting and finance support related to administering contracts, expenses, approvals, and processing.
- Implement tracking of work projects, notifying co-workers of progress and impending deadlines, while communicating regularly with staff and external stakeholders.
- In concert with MHLAC staff, engage in and support the administrative needs of our legal work.
- Participate in office processes for determining advocacy priorities and case strategies.
- Other functions as assigned considering office needs.

MHLAC runs on a hybrid work basis. Office staff are encouraged to work together in person but are permitted to work from remote (home) locations much of the work week.

References and examples of work product demonstrating level of administrative proficiency will be requested of finalists.

A criminal background check will be completed for the selected candidate.

How to Apply:

Please submit resume and cover letter via email or mail to:

Mental Health Legal Advisors Committee
100 Hancock Street, Suite 1002
Quincy, MA 02171
hiring@mhlac.org

ATTN: Executive Assistant

In the subject of the email, please include **Executive Assistant**.

The Mental Health Legal Advisors Committee is an Equal Opportunity Employer that strives to ensure that those working in our office reflect the diversity of the communities we serve. The

Committee encourages applicants from a broad spectrum of backgrounds to apply for positions. We will gladly assist applicants who need reasonable accommodation.