

## **Executive Assistant/Special Events Manager**

Do you have experience keeping a busy executive's work life in perfect order?  
Do you love orchestrating all the details of a big event?  
Bring that expertise to NAMI Mass and use your skills to make a difference!

The National Alliance on Mental Illness of Massachusetts (NAMI Mass) is a statewide, nonprofit grassroots education, support, and advocacy organization dedicated to improving the lives of people with mental health conditions and their families. Founded in 1982, NAMI Mass is one of the prominent state voices on mental health issues.

Thus our mission is to seek to improve the quality of life for people living with mental health conditions, their families, and their caregivers. We work to ensure that all people impacted by a mental health condition receive the support they need when they need it. We use our voices as people and families with lived experience to challenge discrimination and advocate for a more equitable and just world.

We are guided by the following principles:

- 1) NAMI Mass acknowledges that mental health conditions do not discriminate based on race, ethnicity, gender, sexual orientation, socioeconomic or disability status.
- 2) NAMI Mass views mental health as a key component of overall health and core to who we are as people. We seek to empower everyone to talk about mental health freely and without shame.
- 3) People with mental health conditions can be more vulnerable to discrimination and violations of their human rights in our current systems, including in hospitals, congregate care settings, prisons, education systems, and the workplace, and we recognize the structural inequities shaped by our laws and policies.
- 4) We believe that people experience and understand the causes of mental health challenges in several ways. NAMI Mass recognizes the right of people living with a mental health condition to determine and name these causes.
- 5) NAMI Mass believes that "recovery" or "healing" from mental health challenges is real and possible, but that each person defines what this means individually.

### **Position Description:**

We are seeking a skilled multi-tasker with event management experience to support a busy Executive Director, track high level project management across the organization, and coordinate major events including NAMIWalks, Advocacy Day, and the NAMI Mass Convention. Key responsibilities include the following:

- Assist the Executive Director with calendar management, travel arrangements, preparing documents, and general administrative assistance.
- Support the development of materials and reports on intermittent strategic plan, annual goal, and progress updates for Board of Directors meetings.
- Support project management across the Senior Leadership Team by maintaining a dashboard of projects and supporting the Executive Director in monitoring project status relative to strategic plan and organizational goals.
- Coordinate logistics for NAMI Mass major events,
- Manage event timeline and assignment of responsibilities to ensure that all deadlines are met.
- Coordinate and facilitate event committee meetings. Support committee members in managing individual responsibilities for event success.

- Recommend, track, and report on event goals, projections, and budget.
- Establish and manage event vendor relationships.
- Manage and coordinate event pre-production and set up, including packing of supplies, coordinating delivery, transporting materials as needed, receiving deliveries on-site, and preparing and distributing pre-event materials to participants.
- Coordinate event staff and volunteer assignments, training, and communications.
- Track event data and share event reports regularly.
- Day of event: Act as primary contact person on-site for all staff, volunteers, and vendors. Manage setup and breakdown of event.
- Post-event: Send acknowledgments to volunteers and participants. Run and distribute final event reports.
- Facilitate post event evaluation meeting, revise event procedures as needed, and make notes for improved success of future events.

Our ideal candidate will have the following qualifications:

- At least 4 years of experience in administrative support, including coordinating large events, preferably in a nonprofit environment
- High school diploma
- Professional or personal experience navigating the mental health system
- Deep commitment to diversity, equity and inclusion and consciousness of how your own culture, race, and identity is located in and may impact this work
- Advanced proficiency in Microsoft Office suite
- Results driven and self-motivated
- Excellent organizational, time management, and project management skills
- Excellent verbal and written communication skills

NAMI Mass provides a competitive pay and benefits package and a supportive environment where you will be rewarded for your contribution to our success.

To apply, email [careers@namimass.org](mailto:careers@namimass.org). Please include a cover letter stating why you are interested in this position and your salary expectations.

**NAMI Massachusetts is committed to building a diverse workforce and welcomes people of all cultures, races, identities, and experiences.**

*NAMI Mass does not discriminate on the basis of race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status, in any of its activities or operations.*

Find out more about us at [www.namimass.org](http://www.namimass.org).