



82 Washington St., Suite 214
Poughkeepsie, NY 12601
(Voice) 845-452-3913
(TTY) 845-485-8110
(Fax) 845-485-3196

Taconic Resources for Independence, Inc. (TRI) is a disability rights advocacy organization, which provides advocacy and resource information to Dutchess residents with disabilities and their families to fully access and participate in all aspects of community life.

POSITION: SPECIAL ASSISTANT TO THE EXECUTIVE DIRECTOR
HOURS: FULL TIME

Description: The Special Assistant (SA) will serve as a trusted advisor to the Executive Director (ED) and is responsible for assisting with the administration, development, and expansion of TRI's programs and staff. The SA will provide high level administrative support to TRI's Executive Director by coordinating oversight of programs, briefing ED on critical and time sensitive issues, and assisting with the start-up of new initiatives. The SA will work effectively with staff, funders, community partners, collaborators and public officials on behalf of the Executive Director.

Responsibilities:

- Assists Executive Director with responsibilities for the performance of all the functions and activities of agency programs. Monitors internal processes and identifies enhancements to create a positive, efficient and organized office environment
- Oversees the staffing of the organization including hiring, training, evaluation and retention of employees
- Reviews funding contracts to ensure deliverables are achieved
- Collaborates with the Executive Director to pursue grant opportunities and fundraising opportunities
- Serves as Liaison for Executive Director regarding community outreach
- Coordinates event planning activities, meetings, etc.
- Collaborates with Executive Director on advocacy campaigns: press conferences, op-ed submissions, community awareness education, etc.
- Assists with the preparation of reports and in-house publications
- Generate correspondence on behalf of the Executive Director and TRI management;
- Other duties as directed by the Executive Director

Qualifications:

1. At least six years of experience in supervisory, management and administrative positions
2. Bachelor's degree in a related field
3. Outstanding writing and verbal communication skills
4. Skills in setting clear expectations, employee development and performance evaluation

5. Ability to prioritize tasks, manage deadlines, and coordinate multiple projects simultaneously
6. Knowledge of consumer rights, empowerment and self-help philosophy
7. Personal experience with a disability preferred

Competitive salary; full benefits/no cost share; generous PTO

**Please submit a cover letter and résumé to: Mildred Caballero-Ho @
m.caballero-ho@taconicresources.org No phone calls, please.**

Taconic Resources for Independence, Inc. committed to a discrimination-free workplace and to providing equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, creed, religion, gender, sexual orientation, national origin, age, pregnancy, mental or physical challenging condition, marital status, amnesty, political affiliation, status as a covered veteran, or other protected characteristic in accordance with applicable federal, state, and local laws.

AN EQUAL OPPORTUNITY EMPLOYER

