

Federal Defenders of New York

Eastern District, Southern District, and Appeals for the Second Circuit

Job Announcement for: Executive Assistant

Posted: March 10, 2026

Application Deadline: April 6, 2026

Salary Range: \$80,099 up to \$104,213, annually

Federal Defenders of New York (FDNY) is seeking applicants for an **Executive Assistant**. This is a **full-time, office-based position** located in our Manhattan office and reports directly to the Executive Director.

Our Organization

FDNY is a nonprofit, community defender organization that provides legal representation to indigent persons accused of federal crimes in the Southern and Eastern Districts of New York and in the U.S. Court of Appeals for the Second Circuit. We are not a government agency, and our employees are not government employees. Our mission is straightforward: although we provide our services free of cost, our clients should receive the finest legal representation available at any price. A large part of our caseload involves immigration-related offenses, drugs, fraud, bank robbery, firearms, and internet-related crimes. We are looking for someone who is committed to equal justice and willing to fight vigorously for those accused of committing crimes.

Duties and Responsibilities

The Executive Assistant (EA) provides high-level administrative and operational support to the Executive Director. The EA will play a key role in coordinating executive level communications, scheduling, clerical support, and organizational activities. Responsibilities include:

- Manage the Executive Director's daily schedule, including calendar management, meeting coordination, and routing phone calls and mail.
- Prepare and edit presentations, correspondence, agendas, annual reports, and other ad hoc projects or documents.
- Support the Executive Director in her role as Chair of the SDNY Criminal Justice Act (CJA) Panel Review Committee by coordinating application materials, conducting a preliminary review of submissions, organizing interview schedules, and responding to administrative inquiries by CJA panel attorneys serving as a point of contact.
- Collaborate with the Director of Training to maintain records and prepare materials for training events.
- Assist the Executive Director with the planning and coordination of meetings, external engagements, events, and committee duties.
- Coordinate and manage business travel arrangements for the Executive Director, including flight reservations, accommodations, transportation, and itineraries.

- Serve as a point of contact on behalf of the Executive Director with external and internal stakeholders, including coordinating communications, drafting responses, and providing timely follow-up correspondence.

Qualifications & Experience

- Demonstrates an interest in and commitment to the mission of FDNY.
- Highly organized with strong time management skills and the ability to prioritize competing demands in a fast-paced environment.
- Excellent verbal and written communication skills.
- Strong proficiency in Microsoft Office (Outlook, Word, Excel, and PowerPoint).
- Able to manage sensitive and confidential information with discretion and professionalism.
- A minimum of three years of relevant experience providing administrative and executive-level support.

Preferred Qualifications

- Demonstrates fluency or professional proficiency in Spanish and other languages.
- Prior experience in a legal environment or familiarity with legal support services and legal terminology.

Benefits & Salary

The salary for this position starts at \$80,099 up to \$104,213. This range is consistent with the federal-pay scale guidelines and regulations. The salary is commensurate with the experience of the candidate as based within the range.

FDNY also offers excellent employer benefits, some of which include:

- Paid Vacation & Sick Leave
- Federal paid holidays
- Health insurance, including medical/dental/vision
- Group Life Insurance
- Flexible Spending Accounts
- Transit Subsidy Program
- Employee Assistance Program

All qualified applicants are encouraged to apply, as FDNY is dedicated to promoting a work environment that supports and respects all employees and applicants without regard to race, color, gender identity, national origin, religion, or disability. Our office is committed to building a workplace that embraces different identities, voices, and worldviews—valuing equity and the richness of varied lived experiences.

Interested Applicants

To apply, interested applicants must electronically submit a single pdf document that includes their cover letter and resume via [our application portal](#). All materials should be addressed to *Tamara Giwa, Executive Director*, Federal Defenders of New York, 52 Duane St., New York, NY 10007. Phone calls and emails will not be accepted. The priority application deadline is **April 6, 2026**. However, applications will be reviewed on a rolling basis until the position is filled. Early submission is strongly encouraged