

## **JOB ANNOUNCEMENT – EXECUTIVE ASSISTANT**

**Application Deadline: March 31, 2010.**

**Applications will be reviewed on a rolling basis.**

\*\*\*\*\*

### **FLSA Status**

Full-Time, Non-Exempt

### **Supervisor**

Executive Director

### **General Summary of Work Performed**

The Executive Assistant is a full-time non-exempt position who reports to the Executive Director. This staff member will be responsible for providing high-level administrative support to the Executive Director and senior management staff as appropriate. Responsibilities include Executive, Board, and Development and Communications Administration.

### **Essential Duties and Responsibilities**

#### **Executive Administration**

1. Provide administrative support to the Executive Director in managing high volume phone, mail, and email communications, electronic and hard files, office supplies and IT needs;
2. Maintain and monitor Executive Director's calendar and contacts;
3. Schedule and coordinate meeting and conference call logistics;
4. Arrange and manage Executive Director's travel related logistics, briefing materials, and expenses;
5. Serve as a liaison for the Executive Director with staff, board members, donors, etc., as appropriate; manage and monitor correspondence;
6. Manage sensitive documents and communications with the utmost discretion and confidentiality;
7. Assist Executive Director in meeting preparation including collecting, preparing and dispersing materials, and tracking and following up on action items; and
8. Other executive support responsibilities as directed by the Executive Director.

#### **Board Administration**

1. Provide administrative support in preparation for Board of Director's meetings and other Board related meetings and conference calls;
2. Assist Executive Director in maintaining and monitoring correspondence with Board of Directors;

3. Plan and coordinate meeting and conference call logistics including space and location, transportation, meals and refreshments, equipment and supplies;
4. Prepare meeting agendas and any other necessary materials for the board mailing packets; distribute all necessary materials;
5. Prepare minutes with a special emphasis on resolutions, initiatives and/or special assignments resulting from the meeting;
6. Organize and maintain all appropriate Board of Directors records including correspondence, agendas, minutes, terms of service, committee rosters, board policies and resolutions; and
7. Other Board support responsibilities as directed by the Executive Director.

### **Development and Communications Administration**

1. Coordinate with Development and Communications Department to schedule meetings and interviews with donors/funders/media and Executive Director;
2. Prepare and/or compile briefing materials for Executive Director in advance of donor/funder/media interviews and meetings;
3. Assist Executive Director with donor/funder follow up including correspondence and donor database updates;
4. Assist with mailings for appeals and events as needed;
5. Assist with gathering information and content for communication and development related materials, including grants, narratives and budgets, collateral, annual reports and monthly e-newsletters, as needed;
6. Assist with event coordination as needed; and
7. Other development and communications related support as directed by the Executive Director.

### **Knowledge, Skills, & Abilities Required**

The ideal candidate for the Executive Assistant Position possesses the following knowledge, skills, and abilities:

1. A commitment to LCCR's mission and values;
2. Three years of work experience in related positions providing logistical and administrative support to mid- or senior-level managers in a corporate, government or non-profit organization office environment;
3. Bachelors degree in the area of business administration, communications, or related field; certification from an executive assistant training program is a plus;
4. Excellent written communication skills including proofreading and editing;
5. Excellent verbal communication skills including the ability to interact with staff at all levels, board members, donors, funders and other community partners;
6. The ability to multi-task, work under pressure, and handle high volume quick turnaround administrative tasks;
7. The ability to work independently and proactively on assignments; basic management skills are key;
8. Must be a disciplined person with a flexible approach towards the assigned work;
9. Must be a team player and should ensure that the spirit of team work never subsides while fulfilling his responsibilities; and
10. Must have loads of professionalism, integrity and discretion.

### **Reporting Relationships**

The Executive Assistant works under the direct supervision of the Executive Director, but is expected to work independently on a day-to-day basis.

### **Application Process**

Please send or email a cover letter, a resume with three references, and a writing sample to the Lawyers' Committee for Civil Rights c/o Sonia Gonzales, Managing Director, 131 Steuart St., Suite 400, SF, CA 94105. Email: sgonzales@lccr.com

The Lawyers' Committee is an affirmative action/equal opportunity employer. People of color, lesbians and gay men, women, persons with disabilities and people over 55 are encouraged to apply.