

FAIR AND JUST PROSECUTION
A Project of Tides Center

Job Title: EXECUTIVE ASSISTANT (EA)
Reports to: Executive Director (or a designee)
FLSA Status: Fulltime-Exempt
Approved Date: March 2019

POSITION SUMMARY

The EXECUTIVE ASSISTANT (EA) will juggle multiple job responsibilities on a daily basis, from helping with administrative tasks; copying, printing and organizing materials; producing notebooks and putting together briefing materials for calls and meetings; helping to process administrative paperwork; assisting with budget and fiscal tracking; assisting the Executive Director (ED) with scheduling phone calls and meetings; and working with other staff to help provide logistical support for events. This position requires someone who has tremendous organizational skills, initiative, attention to detail, and is comfortable communicating with all levels of staff and consultants to ensure tasks get completed on time. This position is for someone who thrives in a fast-paced environment; enjoys taking care of things the right way the first time; and who figures out how to get most tasks done, but asks smart questions when there is a need for guidance.

Must be based in LA area and requires working remotely.

The EA is an exempt position. Exempt employees are expected to work the appropriate and necessary time in order to complete key assignments and related tasks on schedule.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Support the ED and other senior staff in administrative duties related to project logistics and other operations functions;
- Provide logistical support to the ED related to project management as well as calls, events and meetings;
- Provide administrative support to the ED for travel, calendar management, general scheduling, and production of meeting materials and presentations;
- Process expense reimbursements, including working with the ED to ensure all necessary information and receipts are submitted in a timely fashion;
- Conduct research in preparation for calls and meetings and organize materials notebooks; and
- Take notes/minutes of calls and meetings as needed.

OTHER DUTIES AND RESPONSIBILITIES

- Order supplies
- Proofread/copyedit documents
- Research and news articles monitoring
- Monitoring emails and drafting of replies
- Other clerical, administrative, technical & office support duties as assigned

EDUCATION AND EXPERIENCE

- 1-2 years of administrative support experience

KNOWLEDGE, SKILLS AND ABILITIES

- Exceptional administrative and problem-solving skills and ability to juggle multiple priorities efficiently in a fast-paced environment
- Well organized and highly attentive to detail
- Flexible and able to work cooperatively under pressure
- Ability to communicate effectively with external partners, consultants, and staff and ensure deadlines are met
- Ability to synthesize information
- Strong inter-personal skills and ability to work with remote staff
- Able to self-direct day-to-day activities
- Strong commitment to justice reform
- Basic knowledge about preparing financial reimbursement forms and ensuring accuracy in financial submissions
- Ability to troubleshoot and maintain basic office equipment
- Strong proficiency with Microsoft Word, PowerPoint and Excel; Google Drive experience a plus

ORGANIZATIONAL RELATIONSHIPS

Reports to Executive Director or her designee and works closely with the Executive Director and other staff.

PHYSICAL DEMANDS

Must be able to sit at a computer for extended periods of time. Some travel required. The project requires extensive home computer and telephone time and usage, research and writing. Light lifting up to 10 pounds may be needed.

WORK ENVIRONMENT

Must be based in the Los Angeles area, and requires working remotely. Work from home and occasionally drop offs at Executive Director's home office.

TERM & COMPENSATION: Term and Compensation are negotiable.

TO APPLY: Submit letter and resume to: careers@fairandjustprosecution.org.