

NATIONAL LAW CENTER ON HOMELESSNESS & POVERTY

Job Description

Position Title: Executive & Administrative Assistant	Position Level: Assistant
Departments: Executive and Operations	Reports to: Director of Operations

ABOUT THE POSITION:

The National Law Center on Homelessness & Poverty (NLCHP) is the only national legal advocacy organization dedicated solely to preventing and ending homelessness. Our attorneys fight for society's most vulnerable members in courtrooms and the halls of legislatures. Through impact litigation, policy advocacy, and public education, the Law Center addresses the root causes of homelessness at the local, state, and national levels.

For 25 years, the Law Center has been a leading advocate for systemic law and policy reform solutions to homelessness. Among its achievements:

- Enforcing laws that convert surplus federal property to housing and services for homeless individuals,
- Winning education rights for homeless children
- Securing housing rights for domestic violence survivors
- Enforcing the civil rights of homeless people.

The best candidate is someone who is both committed to the mission of the Law Center and enjoys systems and administration. The position is a critical one: the Assistant works closely with and supports the Executive Director, a leading and well-known advocate in the national movement to prevent and end homelessness. The Assistant will have an opportunity to learn about all aspects of the work and operation of this leading national non-profit legal advocacy organization.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Executive Director Support

- Maintains Executive Director's calendar and manages her schedule, including scheduling appointments, prioritizing and coordinating meetings, and making travel arrangements; prepares Executive Director for meetings, ensuring she has all needed materials and information
- Supports Executive Director's work with the Board of Directors, including scheduling Board and Committee meetings, assisting with materials preparation, attending and taking notes at meetings and preparing minutes;
- Organizes and maintains Executive Director's paper and electronic files
- Assists Executive Director with her communications, including opening, reviewing and prioritizing her mail, making and returning telephone calls on her behalf, and drafting, for her approval, correspondence to organizational partners and other stakeholders
- Maintains and keeps current key organizational materials, including Board lists, manuals and letterhead
- In coordination with Development and Communications staff, assists with preparation and maintenance of fundraising and communications materials; assists with proofing and minor editing of Law Center publications

Administration and Operations

- Staffs reception desk, receiving in-coming calls and routing them appropriately as well as greeting visitors; receives in-coming mail and handles distribution, ensuring appropriate dissemination
- Maintains office supplies and inventory, ordering as needed and manages postage and shipping for organization; maintaining meter
- Assists Director of Operations with
 - replacing office equipment as needed
 - preparation of administrative and operational procedures
 - paper and electronic file organization and maintenance
 - administrative tasks related to Human Resources, including preparation of orientation materials for new employees and interns
 - managing the organization's Information Technology and Telecom operations, troubleshooting problems and serving as a liaison to the organization's IT and telecom contractors
- Supports Development and Communications team by
 - Assisting with donor database (E-tapestry) maintenance: including data entry and processing of contributions, filing, and donor tracking and fulfillment (including acknowledgement letters); preparing weekly gift as well as other donor reports; assisting in preparation of prospecting reports
 - Assisting with the organization's general contact database (Constant Contact) maintenance, including data entry and updates, sorts and reports as well as periodic mergers with donor database and other lists
 - Serving as back up to media inquiries.

QUALIFICATIONS:

- Minimum 1-2 years' operational and administrative experience preferred
- Familiarity with E-tapestry, Constant Contact (or other databases) and CRM systems
- Strong writing and editing skills
- Meticulous attention to detail
- Demonstrated organizational and time-management skills, including ability to manage multiple, competing priorities and projects
- Able to work independently and as part of a team
- Positive, problem solving attitude
- Excellent interpersonal skills and judgment
- Strong commitment to social justice and to the Law Center's mission
- Able and willing to do occasional evening or weekend work

SALARY AND BENEFITS: Salary: Commensurate with experience.

Benefits: Generous holiday and vacation leave; fully paid health insurance; disability insurance; 403(b) retirement plan; small, collegial team environment; many opportunities to use skills and grow professionally.

APPLICATION PROCEDURE:

Send cover letter, resume, and writing sample to operations@nlchp.org with "Executive & Administrative Assistant" in the subject line. No phone calls, please.

The Law Center is an equal opportunity and affirmative action employer. Racial, ethnic, religious, and sexual minorities, and persons with disabilities are encouraged to apply.

APPLICATIONS DEADLINE: Until filled