

NATIONAL LAW CENTER ON HOMELESSNESS & POVERTY

Job Description

Position Title: Executive Assistant	Position Level: Associate
Departments: Executive, Development and Operations	Reports to: Director of Development & Communications

ABOUT THE ORGANIZATION:

The National Law Center on Homelessness & Poverty (NLCHP) is the only national organization dedicated solely to using the power of the law to prevent and end homelessness. Our attorneys fight for society's most vulnerable members in courtrooms and the halls of legislatures. With the support of a large network of pro bono lawyers, we address the immediate and long-term needs of people who are experiencing homelessness or at risk through outreach and training, advocacy, impact litigation, and public education.

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.

Development and Communications

- Works in coordination with Development and Communications staff in preparation and maintenance of fundraising and communications materials; assists with proofing and minor editing of Law Center publications.
- Manages and maintains donor database (E-tapestry): including data entry and donation processing, filing, donor tracking and fulfillment (including acknowledgement letters); creating donor list queries and adding new donors and prospects; prepares weekly gift and donor reports.
- Assists in drafting, and coordinating preparation of, grant proposals and reports; assists in grants research; manages grants calendar.
- Drafts and updates donor correspondence.

Administration and Operations

- Staffs reception desk, receiving in-coming calls and emails and routing them appropriately; greeting visitors; receives incoming mail and handles distribution.
- Provides administrative support for staff meetings and group conference calls; manages staff-wide calendar.
- Responds to inquiries and requests for assistance, including providing basic information and materials.
- Maintains office supplies and inventory; manages postage and shipping for organization; maintaining meter.

- Assists Operations Manager 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.

QUALIFICATIONS:

- Minimum 1-2 years' operational, development, or administrative experience preferred
- Familiarity with E-tapestry and CRM systems
- Meticulous attention to detail
- Demonstrated organizational and time-management skills, including ability to manage multiple, competing priorities and projects
- Strong writing and editing skills
- 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, writing sample, and salary requirements to HR@nlchp.org with "Executive 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.