



Position Description for:

Special Assistant, to the President/Executive Director

Job Description

The Lawyers' Committee for Civil Rights Under Law seeks a Special Assistant who will work closely with the President and Executive Director of the organization to provide management and administrative support in a variety of areas. The Lawyers' Committee is a large non-profit organization with a long history of working to combat discrimination and promote compliance with civil rights laws across the country. This position includes extensive interaction with the Board of Directors, media, civil rights leaders and advocates, foundation leaders, major donors, staff, community members and clients. The successful candidate will be detail-oriented, have the ability to multi-task, work well in a fast-paced environment, possess sound judgment, employ excellent interpersonal skills and have the ability to work flexible hours. The successful candidate will also have a strong interest in work that seeks to promote equal justice and equal opportunity for all.

Provide Administrative Support for the President/ED:

- Review incoming internal and external communications to ensure that matters requiring immediate attention are handled expeditiously and efficiently.
- Draft and prepare correspondences.
- Handle incoming calls and respond accordingly.
- Manage calendar and meeting requests.
- Serve as Secretary to the organization's Board of Directors. Prepare notices of meetings. Build relationships with Board secretaries. Serve as a liaison to Board Committees.
- Handle travel arrangements, including hotel reservations and ground transportation.
- Maintain and process expense reports and invoices.
- Coordinate meetings, including conference calls and large meetings.
- Conduct research and due diligence in advance of meetings.
- Conduct preliminary research on civil rights matters.
- Sit in on meetings and take meeting notes
- Prepare minutes from meetings as requested

Necessary Skills for this position:

- Strong analytical and problem-solving skills.
- Ability to initiate, prioritize, plan and carry out duties independently with minimal supervision.
- Proactively plan meetings and activities.

- Strong research and writing ability.
- Strong communication skills.
- Detail-oriented.
- Ability to multi-task and handle complex assignments.
- Ability to meet deadlines.
- Ability to perform research tasks internally or externally as needed.
- Ability to collaborate with staff at all levels and across all units.
- Ability to work a flexible schedule as needed.
- Ability to organize and facilitate meetings and large convenings.
- Ability to act as “ambassador” and well represent the interests of the organization
- Proficiency in the use of Windows, Outlook, Excel, Word and PowerPoint.
- Ability to prepare effective PowerPoint presentations
- Typing speed of 50 wpm or higher

Education

Bachelor’s degree required.

To apply, <https://podio.com/webforms/15258490/1022856>. Please submit as attachments your resume and contact information for three references. Applications for this position will be accepted until filled and will be reviewed as received. Salary for this position is commensurate with experience. A generous fringe benefits package, including employer-funded health insurance and a retirement plan, is provided.

The Lawyers’ Committee is an equal opportunity employer with a standing policy of nondiscrimination. All qualified persons are accorded an equal opportunity for selection without regard to actual or perceived race, religion, color, national origin, ancestry, disability, medical condition, marital status, sex, age, sexual orientation, gender identity or expression, family responsibility, personal appearance, genetic information, matriculation, or political affiliation.