

Christine L. Owens
Executive Director

www.nelp.org

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EXECUTIVE ASSISTANT

The National Employment Law Project (NELP) seeks a proactive, hands-on Executive Assistant to support the organization's Executive Director and management and development operations. NELP tackles complex employment challenges in an ever-shifting environment. This means that we need to stay on top of our game while managing multifaceted initiatives and collaborating with partners based across the US. In this environment, the Executive Assistant plays a critical role in enhancing our Executive Director's effectiveness and keeping her office running smoothly. While the Executive Assistant primarily supports NELP's Executive Director, s/he also plays a pivotal role in coordinating communications and meetings for our management team and board of directors, event planning and supporting our development operations.

Who We Are

NELP promotes policies to create good jobs, strengthen workers' upward mobility, enforce worker rights, and improve benefits and services for the unemployed. In collaboration with national and grassroots partners, NELP advances its work through research, advocacy, litigation support and technical assistance. With offices in four cities and a staff of attorneys, researchers, policy and issues experts and administrative personnel, NELP leads fights to raise minimum wages, end wage theft, strengthen unemployment insurance, promote employment opportunities for people with records, ensure corporate accountability in subcontracted and franchised work places, and promote a policy framework to rebuild a good jobs economy. See www.nelp.org to learn more.

What You'll Do

Your job will be to support NELP's Executive Director, management team and board by coordinating and managing a broad spectrum of functions. Responsibilities will range from providing direct administrative support to scheduling and coordinating logistics for meetings and conferences, organizing travel, performing background research in preparation for executive meetings, preparing reports, and managing communications. As the ED's assistant, you will interface directly with the public, our allies and board members on her behalf.

While certainly not an exhaustive list of responsibilities, your job will include:

- Drafting, proofing and disseminating routine correspondence for the Executive Director;
- Assembling information and assisting in preparing reports (both internal and external) on NELP projects, accomplishments, challenges, priorities and needs;
- Creating and maintaining relevant databases, including development-related databases;
- Assisting in developing presentations;

- Providing administrative support for NELP's Board of Directors and its committees, including scheduling meetings, coordinating communications, handling travel arrangements, attending meetings and transcribing minutes, and updating Board materials;
- Providing core administrative support to the Executive Director, including calendar management; travel arrangements; managing correspondence and documents; maintaining files; and general office assistance;
- Administrative support for NELP's managers on organization-wide matters; and
- Other duties as assigned.

Who You Are

To be successful in this role you should be organized, professional and intellectually curious and communicate clearly and effectively.

- You care a lot about being organized and enjoy the challenge of helping others to be more organized. You understand and appreciate the operational processes that keep an office running smoothly.
- You are scrupulous about respecting the importance of managing confidential and sensitive information in the most discreet manner in your role representing the organization's ED.
- You have solid people skills and can work effectively at all levels of the organization. You are diplomatic, discreet, personable and professional with colleagues, Board members, funders and other stakeholders.
- You have strong written and communication skills. You take pride in producing well-written, well-edited, error-free documents and presentation materials.
- You embrace technology. You've mastered the Microsoft Office suite and other software and platforms. You enjoy learning new technology platforms and seek out technical tools that can help you to be more efficient and effective. You enjoy helping others to learn how to use technology so that they can be more effective and efficient. While you may not have extensive experience working with databases, running reports and doing analysis, you find the idea of doing that type of work interesting and exciting.
- You have an Associate or Bachelor's degree or the years of experience beyond minimal requirements that can substitute for degree.
- You have at least two years of administrative experience supporting a senior level manager, preferably in a non-profit, labor or academic environment.
- Your interest in/knowledge of NELP's program areas is a plus, as is fluency in Spanish.

Location of Position and Travel

The position reports to the Executive Director of NELP and is, therefore, based in Washington, DC. It will require occasional travel. Telecommuting is not an option in this position.

Compensation & Benefits

Salary is competitive within the non-profit sector and commensurate with experience. Excellent benefits package.

If this position sounds like you, please apply by September 1, 2015, by emailing your cover letter, résumé, salary history or requirements, and three references to jobs@nelp.org, noting “Executive Assistant Search—Application” in the subject line. If you have questions regarding this announcement, please forward those to jobs@nelp.org, noting “Executive Assistant Search–Question” in the subject line. No phone calls or other e-mail inquiries please.

NELP is a 501(c)(3) non-profit organization and an equal opportunity employer. People of color, persons with disabilities, and members of the LGBT community are strongly encouraged to apply.