



Executive Assistant

The Transformative Justice Coalition, a national non-partisan, non-profit, racial justice organization, is seeking to hire a highly motivated and well-organized Executive Assistant to provide support for our Voter Empowerment and Restoration Project team members (50%) and to coordinate with our Special Assistant on providing organization wide administrative support for our leadership team (50%). The Voter Empowerment and Restoration Project is designed to provide voter education, mobilization and protection with an especial emphasis in targeted states on eligible returning citizens, formerly incarcerated persons and those impacted by the criminal justice system with restoration of voting rights and voter participation assistance. This position will enhance and amplify TJC's professionalism, effectiveness and productivity.

Duties and Responsibilities

The Executive Assistant will serve as a key member of the Transformative Justice Coalition by providing high level and professional administrative coordination support to the Voter Empowerment and Restoration Project (50%) and to coordinate closely with TJC's Special Assistant on providing organizational support for our leadership team (50%).

The Executive Assistant will be responsible for the following duties:

- Preparation of professional correspondence, emails, letters and network communications
- Assistance to Project Director, some support to project staff and leadership team
- Contract Negotiation and preparation as directed
- Coding of expenses for accounting purposes
- Assisting with public Relations as requested
- Assistance with strategic implementation of project goals
- Assistance with vendor and consultant coordination
- Hotel, Flights and Ground Transportation Coordination
- Scheduling For Executive Team meetings
- Conference Planning and Implementation
- Training Event Planning and Implementation
- Meeting scheduling and notetaking
- Strong organizational skills and ability to multitask
- Problem-solving and decision making
- Database input and electronic file retrievals
- Occasional Travel
- And all other duties as assigned by the Project Director and TJC Co-Leaders

Qualifications

Associate's degree and higher is preferred

At least 4 years of Executive Administrative experience required

Previous experience in advocacy, public policy, community organizing preferred but not required.

Strong data processing and technological skills including database and file retrieval, usage of Apps, google docs, microsoft office and Microsoft teams, constant contact and other management systems

Expertise with social media platforms

Good verbal and written communication skills required.

Good time management skills and ability to meet deadlines

High level interpersonal skills

Must be a good team member

Applicants must be willing to travel

Salary and Benefits are Competitive and Commensurate With Experience

Interviews will be held of selected applicants as soon as possible with the goal of applicants starting to work in mid to late March.

Applicants must submit a cover letter and resume by email or US postal mail to:

Email: Barnwine@tjcoalition.org

Or

Barbara R. Arnwine, Esq.

President & Founder

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