



## **Part-time Executive Assistant, Voter Empowerment and Restoration Project**

The Transformative Justice Coalition, a national non-partisan, non-profit, racial justice organization, is seeking to hire a highly motivated and well-organized part-time Executive Assistant to provide support for our Voter Empowerment and Restoration Project team members and TJC projects as needed. The Voter Empowerment and Restoration Project is designed to provide voter education, mobilization and protection with a special 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.

The Executive Assistant will be responsible for the following duties:

- Preparation of professional correspondence, emails, PowerPoint presentations, letters and network communications
- Providing assistance to the Project Director, some support to project staff and leadership team
- Supporting Contract Negotiations, grants, and preparation as directed
- Coding of expenses for accounting purposes
- Assisting with Public Relations as requested
- Assistance with strategic implementation of project goals
- Coordination of Hotel, Flights and Ground Transportation for the Project team
- Providing support for Project trainings and events
- Meeting scheduling and notetaking
- Occasional Travel
- And all other duties as assigned by the Project Director and TJC Co-Leaders.

### **Position Requirements**

- Associate degree and higher is preferred
- At least 3 years of Executive Administrative experience required
- Ability to travel
- Ability to work flexible hours as required by job assignments
- Coordinating schedules, hotel/flight arrangements and ground transportation for multiple persons
- Working with and providing support to multiple staff

- Experience in providing support for meeting planning and scheduling, to include advance pre-meeting and pre-event planning, including previewing site locations, identifying vendors, performing set-up and registration functions, and other related meeting planning responsibilities
- Experience preparing reports and PowerPoint presentations
- Previous experience in advocacy, public policy, community organizing preferred but not required.

### **Skills**

- Competency with Google Drive, Microsoft Office, EXCEL spreadsheet, meeting platforms, including Microsoft Teams and Zoom
- Strong organizational skills and ability to multitask
- High level interpersonal skills and ability to effectively engage with diverse individuals and groups
- Problem-solving and decision making skills
- Database input and electronic file retrievals
- Ability to take succinct and accurate meeting minutes and distribute timely
- Ability to manage multiple itineraries
- Flexibility in handling multiple assignments and managing priority assignments
- Ability to pivot between job tasks as needed
- Ability to maintain confidentiality and handle sensitive and/or difficult situations
- Ability to coordinate and support TJC sponsored and partner sponsored events

### **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 September.

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

Email: [TRLewis@tjcoalition.org](mailto:TRLewis@tjcoalition.org)

Or

Turna R. Lewis, Esq.

Voter Empowerment and Restoration Project Director

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