



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 coordinate with our Special Assistant on providing organization wide administrative support for our leadership team. 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 TJC's leadership team. The Executive Assistant will coordinate closely with TJC's Special Assistant on providing organizational support for our leadership team.

The Executive Assistant will be responsible for the following duties:

- Preparation of professional correspondence, emails, letters and network communications
- Assistance to TJC leadership team in coordination with the Special Assistant
- 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 and 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 TJC Co-Leaders.

Qualifications

- Associate degree and higher is preferred
- At least 4 years of Executive Administrative experience required
- 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
- 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
- Must be a good team member
- Previous experience in advocacy, public policy, community organizing preferred but not required.
- Applicants must be willing to travel

Skills

- Competency with Google Drive, Microsoft Office, EXCEL spreadsheet, social media platforms, and 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 skills
- 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: Barnwine@tjcoalition.org

Or

Barbara R. Arnwine, Esq.

President & Founder
1816 12th Street, N.W.
Suite 410
Washington, DC. 20009