

Executive Assistant

June 2010

The ACLU Foundation of Maryland seeks an Executive Assistant to support the Executive Director and Operations Director and to facilitate office operations. This position will often be the first point of contact for visitors, potential clients, and coalition partners with whom we work. This position requires the ability to maintain confidentiality, exercise sound independent judgment and take initiative. The Executive Assistant will report directly to the Executive Director and the Operations Director.

Responsibilities:

Assist the Executive Director in day-to-day work as assigned, including but not limited to the following:

- Receive and screen communications to the Executive Director, including telephone calls, mail and e-mail messages.
- Draft, edit and prepare correspondence.
- Make arrangements for travel, meetings, conference calls, and maintain central calendar of meetings and events.
- Maintain an electronic and a hard copy filing system.
- Provide administrative support to Board of Directors and Executive Committee, including producing materials for meetings, arranging location and food for meetings and maintaining general lists, protocols and files.
- Staff liaison for Nominating Committee, including taking minutes, producing and maintaining materials for meetings, Internet and protocol research and effective communication with Chair.
- Maintain and update Executive Director's contacts including email, cell phone numbers, addresses, etc.

Execute day-to-day administrative operations for the organization, including:

- Recruit volunteers for Administration, Development, Public Outreach and Legislation department. Train and manage volunteers for the Administration department.
- Collect and distribute mail and facsimiles.
- Manage the general e-mail account and other email accounts as necessary.
- Receive and properly direct phone calls from the main telephone line.
- Maintain the automated answering system and check voicemails.
- Maintain front reception area and welcome visitors for meetings.
- Maintain all office equipment and systems (including, but not limited to: phones, postage meter, copiers, fax machines, etc.).
- Maintain timekeeping database and produce bi-monthly timesheet reports.
- Order supplies from most competitive vendor, monitor use and maintain vendor relationships.
- Track schedules, arrivals, and departures of office personnel and maintain the staff vacation calendar.
- Assist in the daily preparation of gifts and grant income for processing by photocopying checks and correspondence and distributing them to the Operations Director and Development Department.
- Maintain staff phone extension list.
- Maintain the security of the premises; unlock the outside front door at the beginning of the business day and lock the outside front door at the end of the business day.
- Contact vendors for repairs as needed.
- Other duties as assigned by the Executive Director and Operations Director.

Qualifications:

Required:

- Excellent oral and written skills.
- Excellent vocabulary, letter-writing, and analytical skills, with a strong attention to detail.
- Sophisticated computer and clerical skills, including word-processing, spreadsheet preparation, database management, Internet research, and filing.
- The ability to manage several concurrent projects with minimal supervision and to meet deadlines.
- Experience that demonstrates a confident and professional work style, an ability to work creatively and independently, and to exercise good judgment in stressful circumstances.
- The ability to work creatively and independently with good problem solving skills.
- The ability to develop effective organizational systems.
- The ability to work in a fast-paced environment.
- The ability to communicate and work effectively with volunteers, staff, board members, and the general public.
- Knowledge of and commitment to the mission of the ACLU.
- A commitment to diversity; a personal approach that values the individual and respects differences of race, ethnicity, age, gender, sexual orientation, religion, ability and socio-economic circumstance.

Preferred:

- A college degree or at least two years of relevant work experience preferred. Experience in non-profit or other community-based groups is valuable.

Compensation And Benefits:

Salary based on experience. Excellent benefits include paid vacation, medical and dental insurance, pension plan, life and long-term disability insurance, generous paid holidays, and friendly work environment.

Deadline/Start Date:

The position will remain open until filled. We are looking for an Executive Assistant to start as soon as possible.

To Apply:

Applicants should submit a resume, references and a cover letter describing the applicant's interest in the position to the attention of:

Address: Executive Director
3600 Clipper Mill Road, Suite 350
Baltimore, MD 21211
Facsimile: 410-366-7838
E-mail: jobposting@aclu-md.org

****Please indicate in your cover letter where you found this job listing.**

About the ACLU of Maryland

The American Civil Liberties Union of Maryland is a non-profit organization that defends the civil rights and civil liberties of Maryland's citizens through litigation, legislation, and public education.

We are an affirmative action, equal opportunity employer. The ACLU of Maryland does not discriminate in employment based on an individual's race, color, religion, sex, age, national origin, marital status, sexual orientation or disability.