

**ADMINISTRATIVE ASSISTANT**  
**Full-Time Position (or min. 30 hour/week)**

Public Justice, a national public interest law firm, seeks to hire an Administrative Assistant to provide support for its Chairman, who works in its downtown Oakland office. The position is full-time and open immediately, though we will consider applicants interested in working a minimum of 30 hours per week. Salary commensurate with experience. Attractive benefits package provided.

The Assistant principally will support the diverse and varied administrative needs of the Chairman of Public Justice, who travels extensively and engages in communications, fundraising, advocacy, and outreach nationwide. Among other things, the Assistant will manage travel logistics, support all of the Chairman's administrative needs, perform research, and generate donor reports as requested. He or she may also occasionally provide backup administrative support to other attorneys or staff when the primary office support staff is on leave. The ideal candidate would be a high-energy, service-oriented individual with excellent computer and organizational skills, attention to detail, a professional demeanor, and a good sense of humor, who is eager to acquire new skills and help advance justice for all.

**Job Responsibilities:**

- Arrange all travel and itineraries;
- Correspond and follow up with organizers of conferences;
- Arrange meetings and conference calls;
- Assist with calendaring;
- Perform donor research and generate donor reports from internal database;
- Prepare, format and/or send correspondence, including mass mailings requiring a mail merge;
- Answer telephone calls, as directed;
- Enter time records into an electronic time-tracking system;
- Prepare monthly expense reports;
- Access and pull records from legal databases, as directed;
- Establish, maintain, and/or reorganize the paper and electronic files, as directed;
- Maintain and update a list of professional contacts;
- Manage and maintain professional memberships and certifications;
- Sort paper mail, and route as appropriate;
- Copy, scan, and/or send press clippings and articles;
- Troubleshoot computer issues (working with IT consultants);
- Provide backup administrative support to the Oakland staff when the primary office support person is on leave;
- Perform all other administrative and clerical duties as assigned.

## **Requirements and Qualifications:**

- At least two years of experience in an administrative support role in an office environment; experience supporting senior-level or executive-level staff a plus;
- Strong skills with Microsoft Office 2010, primarily Word, Excel, and Outlook;
- High level of comfort working with online applications and database software;
- Desire and ability to take initiative and stay busy;
- Excellent organizational skills and impeccable attention to detail;
- Ability to communicate, in writing and orally, in a professional manner;
- Ability to juggle multiple assignments at once;
- Good judgment and ability to maintain confidential information;
- Ability and willingness to roll up sleeves to accomplish whatever needs to get done;
- Good sense of humor and ability to get along well with others;
- Interest in working with others to advance justice for all.

To apply, please send a cover letter along with your resume to [WCOjobs@publicjustice.net](mailto:WCOjobs@publicjustice.net). No phone calls please. For more information about Public Justice, please visit our website at <http://www.publicjustice.net>.

**Public Justice values and promotes diversity. We invite applications from candidates regardless of race, gender, national origin, sexual orientation, age or disability.**