National Headquarters: 1620 L Street NW, Suite 630, Washington, DC 20036
West Coast Office: 475 14th Street, Suite 610, Oakland, CA 94612

JOB ANNOUNCEMENT

May 2018

EXECUTIVE ASSISTANT
Full-Time Position in Oakland, CA

Public Justice, a national public interest organization engaged in cutting-edge litigation and public advocacy, seeks a smart, warm, energetic, highly-organized, and extremely efficient Executive Assistant in its West Coast Office in downtown Oakland, CA. The Assistant will work directly with – and be the primary administrative support for – Public Justice's Chairman.

Salary commensurate with experience. Attractive benefits package, including excellent health insurance.

Public Justice's Chairman travels extensively and engages in a wide range of communications, fundraising, advocacy, outreach, networking, and litigation-related activities nationwide. The Assistant will handle all of the Chairman's administrative needs and support him in all aspects of his work. This will include, among other things, correspondence and word processing, drafting and finalizing materials for speeches and presentations, donor research and reports, obtaining and distributing litigation information and documents, and maintaining the Chairman's contacts, calendar, and files. The ideal candidate will be a service-oriented self-starter with excellent computer and organizational skills, impeccable attention to detail, great ability to communicate and work well with others, a good sense of humor, and a strong interest in advancing justice for all.

Job Responsibilities:

- Handle phone calls
- Prepare, format, and send publications and correspondence, including mail merges
- Arrange travel, itineraries, meetings, conference calls, and speaking engagements
- Perform donor research, generate donor reports, and enter information into internal database
- Maintain contacts, calendar, and files
- Enter time records into an electronic time-tracking system
- Prepare monthly expense reports
- Access and pull documents from court files and legal databases
- Manage and maintain professional and bar memberships and certifications
- Sort paper mail, and route as appropriate
- Copy, scan, and send documents, press clippings, and articles
- Troubleshoot computer issues (working with IT consultants)
- Provide backup administrative support to other staff when necessary
- Perform all other administrative and clerical duties as assigned.

Requirements and Qualifications:

- Reliability, punctuality, and self-motivation
- Minimum two years' experience in administrative support role in office environment, preferably supporting senior- or executive-level staff
- Strong skills with Microsoft Office 2013, primarily Word, Excel, and Outlook
- Minimum typing speed of 80 words per minute
- High comfort level working with and learning new online applications and database software
- Excellent organizational skills and impeccable attention to detail
- Professional appearance, communication, and presentation
- Ability to multitask efficiently and work well under pressure
- Good judgment and ability to maintain confidential information
- Team player spirit
- Good sense of humor and ability to get along well with others
- Interest in advancing justice for all

To apply, please send a cover letter along with your resume to 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.