



**PUBLIC JUSTICE**  
IMPACT. CHANGE.

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

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## **JOB ANNOUNCEMENT**

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**March 2023**

### **Administrative Assistant, External Affairs**

#### **Position Overview**

**Public Justice** seeks an experienced administrative professional to join the organization's External Affairs Division and provide day-to-day administrative support to our communications, development, board relations and events team. Public Justice takes on the biggest systemic threats to justice of our time – abusive corporate power and predatory practices, the assault on civil rights, and the destruction of the earth's sustainability. We connect high-impact litigation with strategic communications and the strength of our partnerships to fight these abusive and discriminatory systems and win social and economic justice. In particular, we ensure access to the civil justice system, protect the civil rights of students, boldly lead efforts to reform the industrial agriculture system, fight to end qualified immunity and modern-day debtor's prisons, enforce the nation's most important environmental laws, and much more.

This is a unique and exciting opportunity to put your administrative skills to work on some of the most important issues facing our country today.

The Administrative Assistant's responsibilities include a wide array of tasks that are critical for the efficient operations of the External Affairs division. This position will provide high-level administrative support to Division leaders, including the Senior Director of Development, Director of Board Development and Strategy and the organization's Communications Director. The ideal candidate should have excellent oral and written communication skills, should be organized and proficient in MS Office, and donor database systems. The ability and willingness to learn new computer systems quickly is important. Some travel may be required. The Administrative Assistant position will be able to work remotely two days a week and will be required to be in either our Washington, DC or Oakland, CA office at least two days a week. This position will report to the Senior Meetings & Events Manager.

#### **Duties and Responsibilities**

##### **I. Board Development and Management**

- Organize and schedule virtual Board Committee meetings.
- Assist with meeting minutes and attendance record keeping.
- Maintain Board and Committee contact lists and listservs.

- Monitor and report on compliance with Board service requirements, including database pulls for information related to giving history, meeting attendance and other necessary metrics.
- Maintain all Board-related electronic files, including meeting minutes, Board policies and bylaws and other governance documents.

## **II. Communications**

- Assist with external communications through coordinating communications schedules for eBlasts, action alerts and other electronic communications.

## **III. Development**

- In conjunction with the Senior Major Gifts Officer, book travel arrangements in support of development and executive fundraising and cultivation travel
- Update the membership database, ensuring timely updates to contact information records.
- Assist Development Team with mailings, including working with a mailing house.

## **IV. Meetings & Events**

- Track event sponsorship pledges and payments in Excel and our database
- Assist with registration lists for Annual Gala & Awards Ceremony
- Work with designer on Program Book to ensure all pieces of the book are completed and all ads have been submitted.

## **Requirements and skills**

- Knowledge of office management systems and procedures
- Working knowledge of office equipment
- Knowledge of database systems, with strong preference for experience with EveryAction Database System
- Proficiency in MS Office, Zoom, along with the ability and desire to learn new technologies as needed
- Excellent time management skills and the ability to prioritize work from multiple staff
- Attention to detail and problem-solving skills
- Strong organizational skills with the ability to multi-task

## **Salary & Benefits**

Public Justice offers a mission-focused work environment, a teamwork and community-oriented approach, and a competitive compensation package. We provide excellent benefits, including at least three weeks of paid vacation, a four-day work week, two weeks of sick leave, two personal days each year, all federal and some local holidays, employer-paid health, dental and vision insurance premiums, and a 401(k) plan. The salary for this position will be \$50,000 - \$55,000, depending on experience. Public Justice requires those working in its offices to be fully vaccinated against COVID-19. Reasonable accommodations to this requirement, including remote work, based on disability or a sincerely held religious belief, will be considered.

## **Public Justice EEO Statement**

Public Justice is an equal opportunity employer and values a diverse workplace. We strongly encourage applications from people with disabilities; people of color, including bilingual and bicultural individuals; LGBTQ individuals; people of all genders; veterans; and people of all ages. Public Justice is committed to providing reasonable accommodations to individuals with disabilities. If you require reasonable accommodations during any part of the hiring process, please email: [Lhughes@publicjustice.net](mailto:Lhughes@publicjustice.net).

## **How to Apply**

Interested candidates are required to email a resume, cover letter, writing sample, and contact information for two (2) references to Susan Gombert, Senior Meetings & Events Manager, with the subject line 'Administrative Assistant' to [sgombert@publicjustice.net](mailto:sgombert@publicjustice.net)

## **Application Deadline**

Applicants are encouraged to submit their materials by April 15, 2023, at which point applications will be reviewed on a rolling basis until the position is filled.