



**Date:** February 2023

**Position:** Part-Time Executive Assistant

**The Organization:**

The mission of Los Angeles Center for Law and Justice (LACLJ) is to secure justice for survivors of domestic violence and sexual assault and empower them to create their own futures. LACLJ is a non-profit law firm serving survivors throughout Los Angeles County. LACLJ's primary practice areas are family law and immigration. However, LACLJ strives to provide clients with holistic legal services and has a growing criminal justice advocacy, homelessness prevention and appellate practice. Additionally, through our integrated legal/social worker service model, LACLJ Community Advocates provide supportive services such as education, safety planning, accompaniment, and linkages to other service providers as part of the legal team. LACLJ is committed to a trauma-informed and culturally responsive workplace and service provision.

**The Work:**

LACLJ is seeking a part-time Executive Assistant to join our team. The Executive Assistant will report directly to the Executive Director and will provide support to LACLJ's senior leaders. The ideal candidate will be bright, articulate, people-focused, and highly resourceful. The candidate will have the skills, technical competence, and knowledge expected for an administrative professional.

**Supervisory Responsibilities:**

- None.

**The Position:**

*The primary responsibilities of this position include:*

- Assist the Executive Director with executive level meetings: coordination, agendas, attendance tracking, retreat planning, etc.
- Compose, proof, format, distribute, and track correspondence and documents.
- Typing, dictation, spreadsheet creation, faxing, maintenance of filing system, and contact database.
- Format information for internal and external communication – memos, emails, presentations, reports.
- Proactively coordinate the Executive Director's calendar, ensuring that meetings, deadlines, presentations, and other duties are carried out seamlessly.
- Coordinate board and board committee meetings, preparing materials, and taking minutes
- Manage documents requiring signatures and authorizations.
- Attend various meetings (including some offsite or in-person) to take notes and track action items.
- Take full ownership of assigned projects, managing all aspects including research, planning, implementation, follow-up, etc.
- Liaise with other assistants and staff to improve performance and work efficiency.
- Development & Communications
  - Maintain accurate donor files, including contact information. Build mailing lists and create donor reports as needed.
  - Update and maintain website content. Review and file analytics reports.
  - Proofread external communications, including a monthly e-newsletter.

**Essential Job Skills and Abilities:**

*All candidates* must have:

- Bachelor's degree.
- Three to five years of executive assistant experience.
- Impeccable communication skills. Able to draft, proof, and articulate executive level correspondence for clarity, conciseness, spelling, grammar, and punctuation.
- Technical prowess. Able to troubleshoot technical issues at a moment's notice.
- Exceptional interpersonal skills. Able to resolve competing priorities gracefully. Must engage with all employees with a positive and supportive demeanor when addressing difficult and stressful matters or sensitive topics. Humility, thoughtfulness, and the ability to reassess and change an opinion are essential.
- Confidence as a gatekeeper to limit distractions and prioritize the Executive Director's time to allow for focus on the most pressing issues, highest leverage activities, and big picture goals.
- Positive attitude and resourcefulness, irrespective of obstacles or the task at hand.
- Intuitive anticipation. The proclivity to think ten steps ahead, seeing the elements of potential problems coming together and working proactively to prevent them from developing.
- Complete discretion when handling privileged and confidential information.
- Availability. Able to respond and execute responsibilities independently and when required. Enjoys being connected and moving things forward, even when not in the office.
- Strong technology and software skills, including Microsoft Office Suite, etc.
- An operable automobile, valid California driver's license, active automobile insurance, and an operable cell phone. LACLJ pays a communication allowance.
- Knowledge of the entire Microsoft Office Suite, Adobe Acrobat, various database programs, ancillary web based applications, filing systems and best practices, calendaring and meeting coordination, as well as document creation and well-established executive document formatting standards.

*Preferred candidates* will also have one or more of the following:

- Experience working as an Executive Assistant.

**Working Conditions and Physical Requirements:**

- Prolonged periods sitting at a desk and working on a computer.
- Must be able to lift up to 15 pounds at times.
- Work to be performed remotely or in an office setting at a workstation.
- Concentration on tasks while facing distractions.
- Attendance at meetings, both remote and in person, in and outside the LACLJ offices, and requires applicants be located in Southern California.
- Use of office machines such as computers, photocopiers, and telephones, in addition to virtual office platforms.
- Ability to work at and travel between the LACLJ main office at 5301 Whittier Blvd. in East Los Angeles and other locations as needed.
- LACLJ complies with all Los Angeles County Covid-19 Vaccine mandates, which may require candidates to provide proof of Covid-19 vaccinations and boosters.

**Salary and Benefits:**

Salary ranges from \$25-28 per hour, depending on experience. LACLJ offers full-time staff a 35-hour work week, casual office environment and as well as a generous benefits package and paid vacation leave including 100% employer-paid medical (Kaiser), dental, vision, long-term disability, life insurance and the option to participate in a 403(b) retirement plan and dependent and health flex savings accounts (FSA).

**To Apply:**

Please send a cover letter and resume to Marilyn Florentino, Office Manager, via email to [Marilyn@LACLJ.org](mailto:Marilyn@LACLJ.org) with the position title in the subject header. Applications will be accepted until the position is filled.

*Los Angeles Center for Law and Justice is an equal opportunity employer and does not discriminate on the basis of race, religion, color, sex, disability, or sexual orientation.*