

Job Title	Administrative Assistant
PVN ID	ME-1912-003446
Category	Clerical/Office Services
Location	MEDGAR EVERS COLLEGE
Department	
Status	Full Time
Hourly Rate	\$21.00-\$23.00
Hour(s) a Week	35
Closing Date	Feb 27, 2020 (Or Until Filled)

General Description

In 1986, the Center for Law and Social Justice (CLSJ) was founded as a community service unit of Medgar Evers College, CUNY in Brooklyn, to serve as an institutional response to continuing racial injustices. CLSJ's mission is to conduct quality legal advocacy, research, and training in a personal manner on major racial and social justice issues affecting New York City's communities of African descent and the disenfranchised. CLSJ focuses on issues like: racial violence in policing, voting rights, educational equity, and cultural rights. CLSJ's values are the same as those that drove the Civil Rights and continuing liberation movements: we confront racial inequities with creative and innovative community-based collaborations, grounded in an integrity-driven approach to justice. We are dedicated to empowering New Yorkers of African descent and the disenfranchised to secure freedom and recognition for our collective humanity.

CLSJ seeks an experienced Administrative Assistant to support its office operations. Specifically, the Administrative Assistant will:

- Manage day to day office operations;
- Answer and screen incoming calls, monitor organizational emails and respond to inquiries via phone, email and in person; provide information regarding CLSJ events and engagements;
- Maintain office and online CLSJ calendars;
- Coordinate logistics of staff and project meetings;
- Track and maintain CLSJ office supply levels and prepare orders when needed;
- Prepare and facilitate timely submission of procurement requests and travel authorizations; and
- Lead and coordinate ad-hoc office projects as requested.

Other Duties

Qualifications

- Bachelor's Degree preferred; Associate Degree or equivalent required;
- One to three years' administrative experience preferably in a nonprofit, public policy or advocacy-oriented setting;
- Active involvement in community organizations that demonstrate a commitment to racial and social justice movements;
- Superb project management, communication and interpersonal skills;
- Well-organized and attentive to details; and
- Able to work independently and also collaboratively with others, maintaining a positive, professional attitude.

TO APPLY:

Please include cover letter, resume and two references.