

Job Title	Administrative Assistant
PVN ID	ME-2207-004938
Category	Clerical/Office Services
Location	MEDGAR EVERS COLLEGE
Department	SPCD, CLSJ
Status	Part Time
Hourly Rate	\$23.00-\$23.00
Hour(s) a Week	15.00-20.00
Closing Date	Sep 11, 2022 (Or Until Filled)

General Description

The Center for Law and Social Justice at Medgar Evers College (CLSJ) envisions a civically educated and engaged Black electorate that consistently builds political power to marshal the representation and resources necessary for its communities to thrive. To realize this vision, CLSJ provides quality legal advocacy, conducts community education campaigns, facilitates research and builds organizing capacity on behalf of New Yorkers of African descent and the disenfranchised.

Other Duties

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

- Monitor, report and respond to incoming calls; monitor organizational emails and respond to online inquiries;
- Maintain CLSJ online calendars;
- Coordinate logistics of staff and project meetings;
- Update information on website as instructed;
- Prepare and facilitate timely submission of procurement requests and travel authorizations; and
- Lead and coordinate ad-hoc office projects as requested.

Qualifications

Position Requirements:

- Associate Degree or equivalent required; Bachelor's Degree preferred;

- 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.