

CAREER OPPORTUNITY
Legal Administrative Assistant [LGLF-58]
AMERICAN CIVIL LIBERTIES UNION FOUNDATION
ACLU Equality and Justice Centers, NY

The American Civil Liberties Union Foundation (ACLU) is a nationwide, nonprofit, nonpartisan organization, founded in 1920 and dedicated to the principles of liberty and equality embodied in the U.S. Constitution. The Center for Equality and The Center for Justice of the National office in New York City is seeking applicants for the full-time position of **Legal Administrative Assistant** to provide support to the Director of The Center for Equality and the Director of The Center for Justice.

OVERVIEW

The Center for Equality co-ordinates the ACLU's work aimed at making the constitution's promise of equal treatment for all real. The Center's work focuses on Racial Justice, Immigrants Rights, Voting Rights and Disability. The Center for Justice addresses problems in the U.S. criminal justice system, including the treatment of prisoners, the death penalty, and the policies of over-incarceration that have led the United States to imprison more people than any other country in the world. There are two other Centers, the Center for Democracy and the Center for Liberty.

The Centers bring together all the tools the ACLU uses to make change and both protect and increase personal freedom: lawsuits, passing federal laws, federal regulations, state laws and regulations, and persuading the public. The Centers' role is to assist the ACLU's lawyers, lobbyists, advocates and communications specialists in the creation and execution of strategic plans that integrate all of the ACLU's work on a particular issue or issues. The Centers' work is built on the idea that fighting for civil liberties means persuading judges and lawmakers and persuading the American people.

ROLES AND RESPONSIBILITIES

The Legal Administrative Assistant will provide administrative and litigation support to the Director of the Center for Equality and Director of the Center for Justice. The Legal Administrative Assistant may be called on to provide support to a Staff Attorney or other professional as well.

The work will include the following:

- Conduct legal research including Internet research, and respond to written and verbal inquiries.
- Maintain systems to track projects and other assignments.
- Schedule and arrange meetings and conference calls and prepare materials for same; handle travel arrangements and calendar for Director and other staff.
- Type, prepare, proofread and edit correspondence, legal document and briefs.
- Handle general administrative duties for the Project including processing invoices, tracking expenses and case costs, preparing expense reports, ordering supplies, etc.
- Maintain case and pleadings files (electronic and paper).
- Other general legal administrative assistant duties as assigned.

EXPERIENCE AND QUALIFICATIONS

- An Associate's or a Bachelor's degree, preferred.
- Experience providing administrative support preferred.
- Strong research skills, including Internet research, required.

- Must possess strong organizational and administrative skills and the ability to multitask and meet deadlines.
- Strong communication skills both written and verbal; strong interpersonal skills.
- An ability to work independently as well as within a team while maintaining a high level of efficiency and professionalism.
- Strong computer skills, including Microsoft Office; familiarity with mail merges and spreadsheets preferred.
- Commitment to public interest work and to civil liberties in particular.

COMPENSATION

Salary for this position is \$38,527. Excellent benefits package provided.

HOW TO APPLY

Please send letter of interest, resume, and the names of three references with contact information by email to hrjobs@aclu.org - Reference [LGLF-58/DIV] in the subject line of the email or by mail to:

Human Resources
American Civil Liberties Union
RE: [LGLF-58/DIV]
125 Broad Street, 18th Floor
New York, NY 10004

Applications will be accepted until the position is filled. *Please indicate in your cover letter where you learned of this job listing.*

The ACLU is an equal opportunity/affirmative action employer and encourages women, people of color, persons with disabilities, and lesbian, gay, bisexual, and transgender individuals to apply.

The ACLU comprises two separate corporate entities, the American Civil Liberties Union and the ACLU Foundation. Both the American Civil Liberties Union and the ACLU Foundation are national organizations with the same overall mission, and share office space and employees. The ACLU has two separate corporate entities in order to do a broad range of work to protect civil liberties. This job posting refers collectively to the two organizations under the name "ACLU."