



## **Circle for Justice Innovations**

### **Vacancy: Executive Assistant Full-Time**

**Department:** Executive Director's Office  
**Title:** Executive Assistant  
**Reports To:** Executive Director

#### **Summary**

Assists the Executive Director in the coordination and administration of the day-to-day operations of the Executive Director's Office. Exercises judgment, sensitivity, and discretion in the execution of assigned responsibilities. Presents a positive image of the Circle for Justice Innovations (CJI) and the Executive Director's Office in all internal and external contacts. Handles queries to and requests for the Executive Director by stakeholders, media, movement partners, and other entities for information, communications, quotes, appearances, and speaking engagements.

#### **About the Circle for Justice Innovations**

CJI brings together activists and donors to identify, fund and nurture grassroots organizations that engage communities in transforming the U.S. criminal legal system. Over the last 20 years, CJI has funded over 300 grassroots organizations in 30+ states that are impacting a diverse set of criminal justice issues such as shackling imprisoned women during childbirth, stop and frisk, private prisons, the school-to-prison pipeline, abuse-to-prison pipeline, juvenile justice, solitary confinement, bail reform, law enforcement accountability, family separation and immigrant detention. We're seeking a criminal justice professional, previous justice-involvement a plus, who can help us expand our work and build deeper community coalitions.

#### **Executive Assistant Essential Functions**

##### **Planning**

- Assists the Executive Director in the coordination and administration of the day-to-day operations of the Executive Director's Office.
- Assists the Executive Director in the preparation and control of the Executive Office non-personnel budget, including the budget modification process.

- Coordinates the scheduling, preparation, and logistics of appointments and meetings (with a heavy focus on fundraising).
- Assists the Executive Director in the coordination and cultivation of Development activities and events as requested.
- Makes travel arrangements for the Executive Director.

### **Administrative**

- Exercises judgment, sensitivity and discretion in the execution of assigned responsibilities.
- Coordinates, assists, and drafts communication for the Executive Director Office's internal and external contacts.
- Ensures timely follow-up on all requests to the Executive Director's office.
- Maintains the records and files needed for effective administration and operation on an ongoing basis; ensures their completion and confidentiality.
- Reviews and screens incoming correspondence and phone calls and ensures their courteous, responsive and expeditious processing.
- Initiates and oversees Special Projects of the Executive Office as requested by the Executive Director.
- Manages CJI's SOS Rapid Response Fund and 'SOS Committee' under the direction of the Executive Director, including scheduling of meetings, managing applications, monitoring grant income and program budget, writing grantee profiles, and conducting research as needed.
- Manages the administration and logistics of CJI's 'Steering Committee,' and 'Recruitment and Retention Committee's' standing meetings and prepares documents and takes meeting minutes as needed under the direction of the Executive Director.
- Prepares and sends out weekly thank you "acknowledgment" letters to donors.
- Drafts and/or copyedits official CJI documents as needed.
- Maintains an awareness of current organizational policies and guidelines and assists the Executive Director and Operations Director in ensuring that administrative operations and practices are in compliance.
- Maintains contact with the offices of corporate and foundation funding sources; with key private donors and their staff; and with vendors, consultants, and other external resources as needed.

- Manages any and all other activities assigned by the Executive Director.

### **Organizational Relationships**

- Provides administrative support to the Operations Director on confidential organizational tasks as needed.
- Liaisons with other departments as required or directed.
- Maintains courteous, timely, value driven communication at all times with all CJI stakeholders: including applicants, grantees, Circle members (activists and donors alike), impacted community members, allied philanthropic and movement organizations.

### **Supervisory Responsibilities**

- Supervises temporary personnel as needed during peak periods.

### **Qualifications**

#### **Education**

- Bachelor's degree preferred, associate degree acceptable.

#### **Work Experience**

- Must have a minimum of five years' administrative experience, preferably in a non-profit environment, with substantial administrative responsibilities.

#### **Knowledge and Skills**

- Excellent computer and email skills, including proficiency in Microsoft Office suite, especially Word, Excel, Microsoft Teams.
- Familiarity with web-based software such as Google Drive, Microsoft 365, Calendly, Mailchimp, Squarespace, Submittable, One Drive, or similar database software.
- Proficiency with Donor Perfect or similar donor database a plus.
- Experience with Zoom, Adobe Connect or other webinar and teleconference software programs a plus.
- Excellent written and verbal communication skills; comfortable and proficient with professional correspondence and editing.
- Excellent organizational and administrative skills.

- Must be able to prioritize and multi-task while remaining unflappable.
- Strong inter-personal skills, able to deal effectively with a wide range of persons; in particular people with different levels of access to wealth and class, people of different ages, races, cultures, sexual orientations and gender identities; people with a history of incarceration, and people directly impacted by the criminal legal system and/or immigration system.
- Able to take direction, anticipate needs, and suggest solutions.
- Able to see a project to its completion.
- Able to work collaboratively in a team as well as independently.
- Able to maintain discretion with confidential information.
- Must have a well-developed sense of humor.
- Thrives on creating harmony out of chaos; and to create systems and procedures for effective and efficient management.
- Demonstrated alignment with CJI's mission to end mass incarceration and mass criminalization a plus.

**Compensation:** Salary is competitive and based on experience and qualifications.

CJI is a project of NEO Philanthropy Inc. It is the policy of NEO to afford equal employment opportunity to all qualified persons regardless of history of incarceration, race, color, religious creed, national origin, age, military status, pregnancy status, sexual orientation, disability, genetic information, gender identity, gender expression or gender.

People directly impacted by the criminal justice or immigration system; with a previous history of incarceration; women; people of color; LGBTQI people; and people with disabilities are encouraged to apply.

To apply, please email your resume and one-page cover letter to [cjistaffing@gmail.com](mailto:cjistaffing@gmail.com) by August 20, 2020. For consideration please put your full name and position title in the subject line.