



Administrative Assistant

The Leadership Conference on Civil and Human Rights

Washington, D.C.

The Leadership Conference on Civil and Human Rights and The Leadership Conference Education Fund seek an Administrative Assistant. This is an entry level non-exempt position at the organizations. This position will be responsible for providing administrative assistance to the executive leadership team. The individual will report to the Special Assistant and Research Associate.

The Leadership Conference on Civil and Human Rights, a 501(c)(4) organization, is the premier coalition of more than 200 organizations which promotes and protects civil and human rights in America. The Leadership Conference has coordinated national lobbying efforts on behalf of every major civil rights law since 1957. Learn more at www.civilrights.org. **The Leadership Conference Education Fund**, a 501(c)(3) organization, builds public will for federal policies that promote and protect civil and human rights in the United States. Founded in 1969 as the education and research arm of The Leadership Conference, The Education Fund's campaigns empower advocates to push for progressive change in the United States. To learn more about The Education Fund, visit www.leadershipconferenceeducationfund.org.

This individual will provide support to the executive leadership team, including the Executive Vice President and Chief Operating Officer and the Senior Advisor. Some of the responsibilities include managing calendars, scheduling meetings, coordinating speaking engagements, managing leave logs and credit card reports, performing occasional receptionist duties, compiling and coordinating the delegation of briefing materials, managing mail, and fielding miscellaneous requests from staff.

Ideal candidates for this position will share our commitment to civil and human rights, have an Associate's or Bachelor's Degree, and 1 – 3 years' experience as an Administrative Assistant. Candidates should be proficient in Microsoft Word, Excel, Outlook, and Google docs and have excellent oral and written communication skills, strong attention to detail, excellent interpersonal skills, and the ability to maintain confidentiality. Excellent benefits! Salary will be commensurate with experience.

To apply, e-mail resume, cover letter detailing your fit with the position's responsibilities, and salary requirements to: personnel@civilrights.org with Administrative Assistant in the subject line. Only applications submitted by email will be considered.

The Leadership Conference and The Education Fund provide equal employment opportunities to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age or disability.