

Job Opening

Executive Administrative Assistant

Part Time: 20 hours per week

Pay: \$19K - \$25K per year

Application Deadline: August 27, 2018

Anticipated Start Date: September 17, 2018 or sooner

Must be willing to work from San Rafael at least 2 days per week

The Center for Judicial Excellence, or CJE, is a 12-year-old nonprofit organization established to improve the judiciary's public accountability and strengthen and maintain the integrity of the courts. We advocate for child safety in family courts at the local, state and national levels.

The Executive Administrative Assistant will perform all of the administrative tasks that are vital to the day-to-day operation of the organization. The qualified candidate will possess the following qualities and skills and have the ability to successfully perform the responsibilities detailed below.

Qualities

- Extremely well-organized with near-perfect attention to detail
- Proactive self-starter who looks for ways to save & make money
- Complete investment in helping CJE achieve its goals
- Ability to work independently, with little supervision

Skills

- Strong email, correspondence & telephone skills
- Solid online skills, including social media experience
- Troubleshooting ability
- Technological savvy:
 - Proficient with Macintosh computers & basic Microsoft Office programs (Word, Excel, Entourage, PowerPoint)
 - Comfortable & capable Internet researcher
 - Ideally, experience in MailChimp or other E-News program & experience with WordPress or other website updates

Responsibilities

- Manage accounts payable and work with bookkeeper on invoices, payroll, etc.
- Manage the Executive Director's calendar, travel, etc.
- Ongoing fundraising support, including thank you correspondence, membership list management, events planning, materials development, etc.
- Conduct ongoing website updates
- Design & send 1-2x monthly E-Newsletters
- Timely filing of state forms, including annual filings
- Handle all bank deposits
- Update materials for use by Board members, volunteers & others
- Maintain orderly files of organizational materials
- Other administrative responsibilities as requested

Interested applicants should send a cover letter, resume and three professional references to info@centerforjudicialexcellence.org no later than August 27.

Please, no phone calls.

The Center for Judicial Excellence is an equal opportunity employer. We welcome people of all races, ethnicities, sexual orientations and gender identities to apply.