Administrative Assistant – External Affairs

<table>
<thead>
<tr>
<th>CLASSIFICATION: Administrative Assistant I (Union)</th>
<th>SALARY: $54,493.22 - $58,169.77 (DOE/DOQ)</th>
</tr>
</thead>
<tbody>
<tr>
<td>DEPARTMENT: External Affairs</td>
<td>FLSA STATUS: Non-Exempt</td>
</tr>
<tr>
<td>REPORTS TO: VP, External Affairs</td>
<td>APPLICATION DEADLINE: Until filled</td>
</tr>
</tbody>
</table>

For nearly 50 years Bet Tzedek Legal Services has provided high-quality, free legal services to Los Angeles’ most vulnerable residents. Under the direct supervision of the Vice President of External Affairs, the Administrative Assistant will be an integral member of the Bet Tzedek External Affairs team. The Admin Assistant will serve as the backbone of the operation by overseeing all administrative processes in place to manage the organization’s development and communications efforts. This position will provide a wide range of administrative support to the VP of External Affairs, the Senior Director of Institutional Giving, and to the External Affairs team and will participate in all fundraising and communications activities including donor relations, direct mail appeals, special events, social media engagement, and programming.

Daily tasks will include handling donor communication, conducting research, handling team schedules and calendar, scheduling meetings with donors and supporters, interacting with vendors, and invoicing. This individual will serve as a conduit for communication with team members, community partners, and external stakeholders to support the success of the program. They will have significant interaction with the CEO, with other senior leadership, and with other departments across the organization.

This position is eligible for Bet Tzedek Legal Services’ hybrid/remote workplace designation. While the primary workplace is Bet Tzedek’s offices, at the discretion of the immediate supervisor, the employee may be permitted to work remotely or may be required to work in other locations depending on workload/business obligations.

**ESSENTIAL DUTIES**

- Assist the department with the following duties: scheduling and recording meetings, calendar and contacts maintenance, meeting preparation and follow-up, and additional responsibilities.
- Communicate (via phone, e-mail, mail) with donors, staff, board of directors, and vendors.
- Research potential prospects and add information to constituent database.
- Help with the gift acknowledgement process on a weekly basis and other stewardship activities.
- Prepare and organize correspondence, communications, reports, and other documents.
- Maintain digital files and records.
- Assist with special events planning, preparation, and execution as well as processing of online RSVPs.
- Compile and create folders and marketing materials for donor prospect meetings.
- Coordinate, attend, and draft minutes and other documents for Development Committee and other meetings.
- Achieve proficiency in Blackbaud Raisers Edge for development functions.
- Write, proofread, edit, and send correspondence, including but not limited to: gift proposals and agreements, addendums, donor letters, and news updates.
- Help monitor local media outlets.
- Meet and greet visitors for department events and meetings.
- Perform clerical work as required, including but not limited to photocopying, scanning, and filing.
Other duties as assigned.

QUALIFICATIONS

- You have a college degree or equivalent relevant work experience. (required)
- You are sharp and detail-oriented and have at least 2 years of prior experience as a support staff member working in a fast-paced office or for high-level executives.
- You are “people savvy,” with the high emotional intelligence that makes you a strong communicator, both in written and verbal form, and helps you build relationships with a diverse range of folks. (required)
- You love paying attention to the detail – organization, time management, and specificity are your friends. You thrive in managing multiple projects and details in a fast-paced, dynamic, complex, and frequently evolving environment. (required)
- You have great technical skills – Strong in all Office Suite programs and a fearless learner of new systems. Fluency in Outlook, Word, PowerPoint, and Excel. (required)
- Familiarity with other programs – like Canva, design software, and donor CRM. (preferred)
- You are passionate about social justice issues - A deep interest in promoting Bet Tzedek’s mission, vision, values, and goals. (preferred)

BENEFITS PACKAGE:
Bet Tzedek offers an excellent benefits package in addition to competitive salaries. These benefits currently include:

- A generous number of paid holidays, vacation, and sick days annually.
- Personal and floating holidays
- Compensatory time for exempt employees.
- 18 weeks of paid parental leave (after 1 year of employment).
- Medical, dental, vision, chiropractic and acupuncture coverage for employees and dependents, with office visit co-pay reimbursement for HMO enrollees.
- Life/accidental death and dismemberment (AD&D) insurance, long-term disability insurance, and Employee Assistance Plan.
- Voluntary (employee-contributed) life/AD&D, accident, critical illness, hospital confinement, and pet insurance.
- Employee-contributed 401(k) plan.
- Employee-contributed 403(b) plan.
- Healthcare and childcare flexible spending accounts.
- Commuter transit and/or parking benefits.

HOW TO APPLY

- Email letter of interest and resume betzedek.B8.D38@applynow.io, subject line: Administrative Assistant, External Affairs. Please, no phone calls.

Note: All positions are subject to funding; ongoing funding or employment cannot be assured.

To best serve our communities, Bet Tzedek seeks diverse staff with cultural competency reflecting our client populations. We strongly encourage candidates from traditionally underrepresented communities and historically oppressed groups to apply.