

AMERICAN CIVIL LIBERTIES UNION OF MICHIGAN: ASSISTANT TO THE EXECUTIVE DIRECTOR

The ACLU of Michigan is a nonprofit organization devoted to defending and extending civil rights and civil liberties. Our staff of 25 employees, assisted by numerous volunteers, work in a fast-paced, friendly, and professional office. The Assistant is a confidential, exempt position which works very closely with the Executive Director in the full range of her duties. The Assistant participates in staffing various organizational committees, Board of Directors, and the management team. The position requires excellent judgment, superior office and writing skills, and the ability to handle matters of a confidential nature.

RESPONSIBILITIES

Assistance to the Executive Director. Draft, edit and produce well-written e-mails, letters, memos, and reports for the Executive Director with attention to detail and professionalism. Closely manage the Executive Director's calendar, handle certain phone and email correspondence for the Director, and occasional travel arrangements. Maintain organized electronic files. Ensure Executive Director has necessary advance materials for meetings. Coordinate various staff meetings, and other internal events and external events involving the Executive Director.

Board and committee management. Maintain positive relations with the Board of Directors, providing them with a central point of contact in the office. In close collaboration with the Executive Director, support the work of the Board, Executive Committee, and other committees. Arrange meetings, and coordinate the production of agendas, orientation and other supporting materials, maintain board and committee records, update the policy guide, and handle follow-up actions. With the Director, staff the Executive Committee and Board meetings and take minutes. Maintain up-to-date board manuals.

Personnel. Assist the Executive Director in maintaining open communication and strong morale among staff members. Facilitate inter-departmental communication and communications between offices. Develop a good understanding of the operations, programs, and workplace culture of the ACLU. Occasionally provide staffing at the front desk, assuring a high level of skill. Act as a member of the HR team, providing support to hiring managers in the recruitment of new staff and serve as the initial point of contact with potential office volunteers and interns. Ensure that volunteer and intern information is kept up to date in the database. Support orientation and training efforts of undergraduate, law school and graduate school interns.

Projects. Complete research, writing and organizational projects for the Executive Director. Keep track of Executive Director's fundraising efforts and collaborate with development staff and provide assistance as needed. Assist in production of events with staff in other departments. Maintain distribution lists. Handle other matters as assigned and attend meetings for the Executive Director as needed. Help facilitate the smooth running of the office. Attend occasional ACLU events.

QUALIFICATIONS

A four-year degree and at least three full years of high-level administrative experience, preferably in a non-profit setting. Excellent word processing and computer skills, including Mastery of MS Office Suite. Experience with Excel, databases, and Internet.

Excellent administrative and management skills and ability to manage several projects at various stages of completion and to keep track of the work and schedules of several committees. A strong attention to detail, strong problem solving skills, and a high degree of discretion.

Excellent writing skills for capturing nuances in reports, minutes and correspondence. The ability to meet deadlines. Ability to exercise initiative and creative approaches to problem-solving. A pro-active communicator who can anticipate the kinds of information needed to facilitate decision-making.

Strong interpersonal skills; proven ability to work well with people with a wide range of interests, skills and concerns. A confident and professional presentation. Demonstrated ability to handle stress well and meet deadlines. An ability to work gracefully in sometimes stressful circumstances.

A commitment to diversity; a personal approach that values the individual and respects differences of race, ethnicity, age, gender identity and expression, sexual orientation, religion, ability and socio-economic circumstance.

Demonstrated interest in and enthusiasm for civil rights and liberties. Ability to work occasional week-ends and evenings.

COMPENSATION AND BENEFITS

Salary is based on experience and qualifications. Benefits include three weeks of vacation to start, medical and disability insurance, matching 401(k) plan and bus pass.

APPLICATION PROCEDURE:

To apply, email a letter of application and resume and writing sample to kmoss@aclumich.org and include in the subject line of the email: your last name and Assistant. In your letter, please indicate where you learned of the posting. Applications will be accepted until the position is filled.

The ACLU is an affirmative action/equal opportunity employer and encourages qualified individuals of every race, creed, ethnicity, disability, sexual orientation, and gender identity and expression to apply.

Deadline: Applications Due by March 30, 2017.

The ACLU of Michigan comprises two separate corporate entities, the ACLU of Michigan and the ACLU of Fund of Michigan. The ACLU of Michigan and the ACLU Fund of Michigan share the same mission, office space, and employees. This job posting refers collectively to the two organizations under the name "ACLU of Michigan."