



ACLU OF MICHIGAN SEEKS EXECUTIVE ASSISTANT

Overview

For nearly 100 years, the ACLU has been at the forefront of every major civil liberties fight in our country's history. Whether it's reducing the prison and jail population, achieving full equality for the LGBTQ community, reducing immigration detention, or ending unjust laws that strip people of their fundamental right to vote, we take up the toughest civil liberties issues to defend all individuals from government abuse and overreach. With ACLU affiliate offices in all 50 states, Washington, D.C., and Puerto Rico, we fight tirelessly to defend our rights in the courts, influence public policy, and empower communities to advance rights for all. The ACLU of Michigan, founded in 1959, is a nonprofit, nonpartisan, public interest organization dedicated to the defense and expansion of civil liberties and civil rights in Michigan. We are a passionate, highly motivated group of lawyers, public policy experts, lobbyists, community organizers, communicators, and fundraisers, and we're looking for exceptional talent to join our team.

The ACLU is deeply committed to racial equity and social justice and is driven to act on these core values. Applicants must be able to recognize ways our identities intersect and play out in the work, especially with communities we serve, and must demonstrate the cultural competency to work with a diverse team and effectively partner with historically marginalized communities.

The Position

The ACLU of Michigan seeks an Executive Assistant to support the operations of our Executive and Operations teams in their work as individual teams and in their collaborative work supporting the efficient running of the affiliate offices. This is a full-time, hybrid position, and the ACLU will provide equipment for appropriate remote work.

Responsibilities

Administrative Support and Scheduling

- Provide outstanding administrative support to the Executive Director, Chief Operating Officer, and Chief of Staff – including on items such as reimbursement and expense reports, travel coordination, and material preparation
- Manage the Executive Director's calendar and schedule, with the Chief of Staff, keeping them well informed of upcoming commitments and responsibilities and ensuring sustainability and alignment with organizational priorities
- Maintain office wide organizational calendar and assist in the maintenance of Executive Team and Leadership Team calendars

Board of Directors

- Coordinate all logistics for and attend meetings of the Board of Directors, whether virtual or in-person
- Prepare and keep record of minutes for all Board of Directors and Budget & Audit Committee meetings
- Lead work in maintaining accuracy and organization of board information both in BoardEffect software and in organizational files

Employee Lifecycle

- Support administrative functions for all Executive and Operations team hiring processes
- With Chief Operating Officer and Chief of Staff, coordinate onboarding and off-boarding for all new staff, fellows and interns, completing specific checklists required for both, e.g. distribution of key fobs, email set-up requests to IT department, etc.

Finance

- Maintain credit card transaction records for all departments and process monthly credit card expense reports and reimbursement reports for Executive and Operations teams as necessary
- Coordinate and execute ancillary tasks associated with vendor payments
- Process organization membership transactions, ensuring proper protocols are followed
- Provide bank transaction administrative support as needed, such as preparing bank deposits. Typing accurately, preparing and maintaining accounting department documents and records.

Facilities

- Maintain all office supply lists, monitoring and ordering to ensure ample supplies are available on an ongoing basis, including replacements; order business cards, stationary, envelopes, etc.
- Act as a liaison with operations department partners and vendors as it relates to facility maintenance and municipal building use codes, infrastructure needs, IT requests made by staff and others, e.g. HVAC vendor, annual elevator inspections, etc.
- Serve as a staff lead for processing of office mail

Responsible for keeping both hard copy and digital files organized and additional tasks as relevant. Minimal travel may be required. The Executive Assistant will report to the Chief of Staff.

Experience and Qualifications

- Demonstrated commitment to civil liberties and civil rights
- Significant administrative experience in a fast-paced nonprofit, with a track record of deftly managing competing priorities and strong organizational, communication, prioritization and planning skills
- Excellent computer skills, including Microsoft Windows, Word, Outlook and Excel
- Excellent written and verbal communication skills
- Familiarity with bookkeeping and basic accounting procedures
- Ability to work flexible hours when necessary – specifically relating to the support of the Board of Directors
- A commitment to diversity; embraces a personal approach that values the individual and respects differences of race, ethnicity, age, gender, sexual orientation and gender identity, religion, ability and socio-economic circumstance
- Must be able to execute their work, including data-entry, with accuracy
- Must demonstrate the ability to maintain confidentiality at all times

Personal Characteristics

- A flexible, detail-oriented self-starter who is willing to assume additional duties as appropriate
- A team worker who enjoys working collaboratively with others
- Ability to manage multiple projects in a busy office environment
- Ability to work with minimal supervision and to meet deadlines
- A person who assumes the best from colleagues and resolves conflicts directly
- Ability to communicate and work effectively with volunteers, staff, board members and the public

Compensation

The salary for this position is \$62,800 per year. Excellent benefits, including health insurance and a 401(k)-retirement plan with matching, are provided.

Application Procedure

To apply, please submit in digital form, by email, a resume, and a detailed letter of interest, including how you learned about this position. Your application should be emailed to openpositions@aclumich.org and include the subject **“Executive Assistant Application”**. The position will remain open until filled, but the hiring committee will begin to review applications on April 9, 2025. Accommodation will happily be made to adjust to restricted internet, computer, or technology access.

The ACLU of Michigan is an equal opportunity employer. We value a diverse workforce and an inclusive culture. The ACLU encourages applications from all qualified individuals without regard to race, color, religion, sexual orientation, gender identity or expression, age, national origin, marital status, disability, veteran status, record of arrest or conviction and any other characteristic protected by applicable law.

The ACLU of Michigan is committed to providing reasonable accommodation to individuals with disabilities. If you are a qualified individual with a disability and need assistance applying online, please e-mail adminasst@aclumich.org and include “Accommodation” in the subject line. If you are selected for an interview, you will receive additional information regarding how to request an accommodation for the interview process.

“ACLU of Michigan,” as used in this job description, refers collectively to two separate corporate entities, the ACLU of Michigan, and the ACLU Fund of Michigan. The two entities share the same mission, office space, and employees. The job posting refers collectively to the two organizations under the name “ACLU of Michigan”.