

## **Executive Assistant**

**Los Angeles, CA**

MALDEF is the nation's leading non-profit Latino civil rights law firm. Founded in 1968, MALDEF works to safeguard the civil rights of Latinos and to increase the community's ability to participate fully in American society. We currently seek an **Executive Assistant** to perform administrative functions and undertake special projects for the President and General Counsel.

**Job Responsibilities:** Provides administrative support to ensure smooth operations of the President's Office. Maintains a detailed electronic calendar, scheduling meetings with staff, donors, board members, elected officials and community members as requested; answers telephones, screens calls, provides information, routes calls, takes messages and provides referrals; also receives guests and visitors to the President's office. Processes incoming and outgoing mail; prepares correspondence and memoranda from brief instructions, or on own initiative depending on content of incoming item. Provides administrative support and coordinates meetings and events including logistics and scheduling; preparing materials, agendas, and minutes; and making travel arrangements for meeting participants. Coordinates the President and General Counsel's travel schedule and arranges travel times, dates, carriers, connections, seat locations, and car rentals balancing need for economy with comfort and convenience. Prepares check requests and processes internal expense vouchers using spreadsheet software. Maintains President's files by subject, date, organization, or pending issue, determining the system best for quick recovery. Provides administrative oversight of interns and volunteers, including responding to inquiries, providing orientation regarding responsibilities, tracking attendance and assignments.

**Qualifications and Experience:** A Bachelor's degree is required. Background knowledge and awareness of Latino civil rights concerns is preferred. Experience in a law office or in the legal field is preferred. Formal training in contact management, word processing and spreadsheet software is desirable.

**Knowledge, Skills and Abilities:** The successful candidate will possess a demonstrated proficiency in English language usage, grammar, spelling, and syntax to compose, edit, and proofread correspondence, reports, and written materials; proficiency in Spanish, written and spoken, preferred but not required. Excellent oral and written communication skills to collect and relay information with accuracy and tact; excellent interpersonal skills and proven ability to interact in appropriate, professional manner with board members, staff, high level business leaders, donors, administrators, volunteers, and both on the phone and in person. Outstanding organizational skills and ability to manage, organize, plan and follow through on projects under general guidance and supervision.

**Compensation:** Salary is \$42,500 to \$50,000 depending on experience. MALDEF offers a generous benefits package, including 100% employer paid medical, dental, vision for the employee and qualified dependent family members, also short- and long-term disability insurance, term life insurance, 403(b) retirement plan with employer contribution and match, employee assistance plan, 11 paid holidays, and 20 days of personal time off (PTO) per year.

**How to Apply:** Send cover letter and résumé by email to: [jobs@maldef.org](mailto:jobs@maldef.org). For ease of processing please title your email as follows: **Your Name – LA Executive Assistant**. Attachments should be in .doc, .docx, .rtf, .txt or .pdf format. Incomplete applications will not be considered.

**Position Open Until Filled. ■ Equal Opportunity Employer**

For more information, visit: [www.maldef.org](http://www.maldef.org)

Follow us on Twitter: [@maldefjobs](https://twitter.com/maldefjobs)