



Job Description

Title: Administrative Assistant

Organizational Overview:

The National Conference for Community and Justice (NCCJ) is a human relations organization that promotes inclusion and acceptance by providing education and advocacy while building communities that are respectful and just for all. *Celebrating the diversity of races, religions, cultures, gender, abilities & sexual orientations.*

NCCJ produces a great deal of programming with a very small and dedicated staff. All employees are true believers in the mission, and have a strong team mentality and exceptional organizational, time management and communication skills.

Primary Job Description:

NCCJ seeks a full-time executive level Administrative Assistant to provide administrative support to the President & CEO and the Program Department.

Responsibilities and Duties (include but are not limited to):

- Program preparation: scheduling, materials, track supplies, oversee enrollment, order meals
- Calendar coordination: schedule meetings, phone conferences
- Board of Directors support: correspondence, record minutes, email, set-up and attend all meetings
- Basic office support: answering phone, photocopying, emailing, filing, faxing
- Track billing, reimbursements
- Banquet and fundraising support: preparation of event materials, mailings, provide support at the events.
- Other duties as assigned.

This position reports to the President & CEO and Associate Director of Programs.

Qualifications:

Administrative:

- Excellent administrative and organizational skills.
- Strong attention to details.
- Ability to prioritize and multi-task projects simultaneously.
- Strong communication skills, both written and oral.
- Excellent interpersonal skills with the ability to work well on a team.
- The ability to work independently and finish assigned tasks on-time.

Computer Skills Required:

Strong experience and knowledge in Microsoft Office; Word, Excel, Outlook, PowerPoint.

Knowledge of Survey Monkey, Database Management, and Adobe editing software products a plus.

Education:

- High School or equivalent required.

Experience:

Minimum of 3 or more years of administrative support in an office environment.

Position Type and Expected Hours of Work:

This is a full-time position. Days and hours of work are Monday through Friday, 8:30 a.m. to 4:30 p.m. Some evenings and/or weekends required based on needs of the departments and fundraising events.

Location:

This position is based in Windsor, CT. It is expected that the position will be physically located within the offices of NCCJ.

Learn more about NCCJ at www.nccj.org

Comprehensive Benefits:

We provide competitive salaries and comprehensive benefits, including; accrued vacation, sick, personal time, medical and dental plans, LTD, Life, and 403/b match.

Target start date: July 10, 2019.

How to Apply:

Interested applicants are asked to submit a resume and cover letter. Email application materials to programs@nccj.org.

Applications will be received until the position is filled.

No faxes or phone calls.

NCCJ is an equal opportunity employer. NCCJ does not discriminate against any employee or applicant for employment because of race, sex, color, disability, national origin, religion, creed, age, marital status, sexual orientation, citizenship or authorized alien status or veteran status.