

GENDER JUSTICE

Now Hiring Administrative Assistant

Reports to: Finance and Administration Director
Position Status: Non-Exempt, Hourly; (15-20 hours/week).
Rate: \$22-30/hour plus pro-rated benefits.
Remote/hybrid during COVID-19; Office in St. Paul, MN.

To apply: Submit PDF resume and cover letter to [hiring@genderjustice.us](mailto: hiring@genderjustice.us) by **September 6, 2022**. Include “Administrative Assistant” in the subject line.

Organization:

Gender Justice is a 501(c)3 nonprofit legal and policy advocacy organization based in St. Paul, Minnesota working to advance gender equity through the law. We fight discrimination based on sex, gender, sexual orientation, or gender identity. We represent clients directly in state and federal court and before administrative agencies in impact and strategic litigation cases. In addition to pursuing justice through the legal system, we also advocate for policies that expand gender equity and educate the public about their rights and how to fight gender discrimination. This is an exciting time at Gender Justice as we expand our programs under a new strategic plan. We’re a small but mighty organization looking for the newest member of our ambitious, highly-effective, and growing team.

Position Summary:

The Administrative Assistant plays a key role in maintaining our workspace and the tools and systems we need to do our work. You’re excited to help keep our organization running smoothly and serving in a support role to other staff working directly on mission-focused efforts.

Administrative Support

- Provide administrative support to the organization under direction from the Finance and Administration Director.
- Assist in coordination of meetings, including staff meetings, and calendar management of the Executive Director and other staff, as needed.
- Order office supplies and help manage vendor contracts.
- Monitor, respond to, or route emails addressed to Gender Justice’s general inbox.

- Assist with volunteer management and coordination.
- Basic IT troubleshooting.
- Board of Directors support, including assisting Executive Director with board meeting logistics and preparation of board meeting materials, including orientation packets for new board members.
- Process incoming and outgoing mail.

Human Resources Support

- Provide administrative assistance with job postings and processing applications.
- Provide administrative assistance for new hires (set up new email accounts; add to accounts, etc.).

Finance Support

- Deposit checks.
- Process donations in our EveryAction CRM.
- Input payable and receivable invoices, as needed.
- Assist with grant report and proposal support documentation.

Facilities/Events Support

- Assist in the coordination of on-site and off-site meetings, including facility reservations, catering, and other logistics.
- Serve as the primary point of contact for building management regarding the office.
- Responsible for maintaining a tidy, organized, and functional office space.

Qualifications:

- Prior experience in an office setting is desirable
- Strong attention to detail
- Excellent organization and time management skills
- Ability to be flexible around daily tasks and adaptable to change
- Ability to use discretion when handling confidential information
- Excellent communication and interpersonal skills
- Experience with Microsoft Office suite is preferred but not required
- A high level of comfort in an adaptive workplace.
- Sense of humor and a commitment to a diverse, collaborative work environment

Employees are eligible for employer-subsidized health and dental insurance, generous paid time-off, and 3% employer-match to an IRA. Part-time employees are eligible for prorated insurance subsidies.

Gender Justice is an equal opportunity employer. We seek to build a staff reflective of our values of equity and inclusion with regard to race, culture, ethnicity, class, religion, physical ability, age, gender, gender identity, and sexual orientation. As an organization working in solidarity with the reproductive justice, economic justice, and racial justice movements, Gender Justice is committed to fostering the leadership of women, people of color, Native and indigenous people, LGBTQ and trans people, immigrants, and others living in marginalized communities.