

**Career Opportunity**  
**LEGAL ADMINISTRATIVE ASSISTANT [LGLF-55]**  
**AMERICAN CIVIL LIBERTIES UNION**  
**Racial Justice Program, NY**

The **American Civil Liberties Union (ACLU)** is a nationwide, nonprofit, nonpartisan organization dedicated to the principles of liberty and equality embodied in the U.S. Constitution. ACLU's national Racial Justice Program (RJP) is seeking a full-time **Legal Administrative Assistant** who will provide support to one attorney challenging racial discrimination and problems that have a disparate impact on communities of color. Racial Justice Program (RJP) attorneys and staff work on a broad range of racial justice issues, particularly in the areas of criminal justice and education. In the area of criminal justice, we are dedicated to reducing the unwarranted and disproportionate targeting and incarceration people of color. In the area of education, we seek to ensure that all children have access to quality education, regardless of race or ethnicity. Specifically, we have filed civil challenges to the inadequate provision of indigent criminal and juvenile defense, racial profiling, and disparate educational opportunities, and advocate against the racially-disproportionate imposition of incarceration and school discipline. The administrative assistant will be an integral part of the RJP team, will have the opportunity to attend regular staff meetings and learn about strategies for protecting the rights of communities of color.

**ROLES AND RESPONSIBILITIES:**

- Conduct research using various research vehicles, including legal databases, internet sources and interviews.
- Proofread and edit legal documents.
- Edit and mail briefs.
- Answer telephones, take messages and route calls; respond to written and verbal inquiries.
- Take minutes in meetings and conference calls related to cases.
- Process invoices and requests for attorney's expense reimbursement and petty cash.
- Maintain a professional and user-friendly office filing system; update various mailing lists.
- Organize travel arrangements & coordinate meeting logistics.
- Schedule meetings and conference calls; prepare meeting materials.
- Fax, copy, mail and complete other general office duties as assigned.

**REQUIREMENTS AND QUALIFICATIONS:**

- Bachelor's degree or 2 years of assistant or related experience preferred.
- Computer skills, including proficiency in word processing software and spreadsheets; experience conducting internet research.
- Excellent organizational, time management, interpersonal and administrative skills.
- Excellent written and verbal communication skills.
- Excellent writing and proofreading skills; excellent telephone manner.
- Ability to maintain confidentiality of information.
- Must possess initiative; must be a self-starter, team player and able to work independently.
- A commitment to civil liberties and civil rights is preferred.

**COMPENSATION:**

Salary of \$35,042. Salary includes increment paid to assistants working for three or more persons. Excellent health and welfare benefits..

**HOW TO APPLY:**

If you are a proactive and resourceful team player with a passion for public interest issues, please send a cover letter (with salary requirements) and resume by email to [hrjobs@aclu.org](mailto:hrjobs@aclu.org). Reference [LGLF-55/WACLU] in subject line – or by mail to:

*Human Resources  
RE: [LGLF-55/WACLU]  
American Civil Liberties Union  
125 Broad Street, 18<sup>th</sup> Floor  
New York, NY 10004*

*Applications will be accepted until the position is filled. Please indicate where you learned of this job posting.*

***The ACLU is an equal opportunity/affirmative action employer and encourages applications from women, people of color, persons with disabilities, and lesbian, gay, bisexual, and transgender individuals.***

The ACLU comprises two separate corporate entities, the American Civil Liberties Union and the ACLU Foundation. Both the American Civil Liberties Union and the ACLU Foundation are national organizations with the same overall mission, and share office space and employees. The ACLU has two separate corporate entities in order to do a broad range of work to protect civil liberties. This job posting refers collectively to the two organizations under the name “ACLU.”