

Career Opportunity

LEGAL ADMINISTRATIVE ASSISTANT - GRADE III, [RFP-14]

AMERICAN CIVIL LIBERTIES UNION

Reproductive Freedom Project, NY

The **American Civil Liberties Union (ACLU)** is a national public interest organization devoted to the defense of the Bill of Rights. The Reproductive Freedom Project of the ACLU is seeking a full-time **Legal Administrative Assistant** to join the staff in its work to protect reproductive rights through litigation, advocacy, and public education. The successful candidate will work with three or more lawyers or other staff. She or he will be an integral part of the Project, will attend regular staff meetings, and will have the opportunity to learn about current threats to reproductive rights and the legal landscape for challenging them. The position is available in mid-August.

ROLES AND RESPONSIBILITIES:

- Prepare, word process, and proofread legal documents.
- Answer telephones, route calls and take messages.
- Maintain and organize files.
- Process invoices and requests for attorneys' case cost reimbursement and petty cash.
- Organize travel arrangements.
- Set up meetings and prepare materials.
- Conduct internet research.
- Fax, copy, mail and perform other administrative duties as assigned.

EXPERIENCE AND QUALIFICATIONS:

- A Bachelor's Degree or combination of related work experience and education preferred.
- Must be a self-starter, take initiative and be extremely organized.
- Excellent organizational, time management and administrative skills.
- Excellent interpersonal and communication skills; excellent telephone manner.
- Must be proficient in Microsoft Word, Excel, Outlook and other Windows applications and have experience with Internet research.
- Excellent writing and proofreading skills.
- An interest in civil liberties and reproductive rights is helpful.

COMPENSATION:

Minimum salary \$35,042. Salary includes secretarial increment paid to secretaries 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), resume and contact information for two references by email to hrjobs@aclu.org. Reference [RFP-14/AICH] in subject line – or by mail to:

Human Resources

RE: [RFP-14/AICH]

American Civil Liberties Union

125 Broad Street, 18th 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 women, people of color, persons with disabilities, and lesbian, gay, bisexual, and transgender individuals to apply.

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.”