

June 20, 2008

**Career Opportunity  
ADMINISTRATIVE COORDINATOR [SC-02]  
AMERICAN CIVIL LIBERTIES UNION  
South Carolina National Office**

**OVERVIEW**

The American Civil Liberties Union (ACLU) South Carolina National Office, a public interest organization devoted to the defense of the Bill of Rights, seeks a full-time **Administrative Coordinator** to provide support to the Executive Director and to manage the office. This position reports directly to the Executive Director and is part of a critical team that works to preserve the Bill of Rights.

The ACLU is one of the nation's foremost organizations engaging in advocacy, public education, legislative activities, and litigation on behalf of civil rights and civil liberties. The South Carolina National Office, located in Charleston, is dedicated to advancing and defending the civil liberties principles found in the Bill of Rights of the South Carolina and U.S. Constitutions.

**ROLES AND RESPONSIBILITIES**

- Maintain accounts payable and receivable records, basic bookkeeping, bank deposits and transfers.
- Maintain financial files, membership and donor database.
- Draft memos and reports, and respond to members' inquiries.
- Maintain and draft content for website.
- Sort intake and provide general information and referral services.
- Coordinate general building operations and maintenance.
- Supervise the procurement, maintenance and distribution of all office equipment, systems and office supplies.
- Coordinate with Human Resources to recruit, train, and supervise volunteers and temporary personnel as necessary.
- Process donations and memberships; coordinate changes and updates with National; generate acknowledgement letters and maintain paper records.
- Assist with special projects, including implementation of public education and fundraising events.

**EXPERIENCE AND QUALIFICATIONS**

- A Bachelor's degree and at least two years of relevant work experience preferred.
- Experience in non-profit or other community-based groups preferred.
- Excellent technical and clerical skills including word processing, database management, filing and other office skills.
- Proven ability to exercise good judgment in stressful circumstances and to maintain confidentiality.
- Ability to creatively and independently manage several concurrent projects with minimal supervision and meet deadlines.
- Strong problem solving skills.
- Ability to organize and develop office systems.
- Excellent communication and interpersonal skills; ability to work effectively with volunteers, staff, Board members, and the general public.
- Experience and a high degree of comfort working with computer software: MS Windows, MS Word, MS Excel, QuickBooks, and MS Publisher (or other page design software) in particular.
- Firm commitment to the mission of the ACLU.

**COMPENSATION:**

The ACLU offers a generous and comprehensive compensation and benefits package, commensurate with experience and within parameters of the ACLU compensation scale.

**HOW TO APPLY:**

Please send a cover letter (with salary requirements) and resume, by email to [jobs@aclusouthcarolina.org](mailto:jobs@aclusouthcarolina.org) reference **Administrative Coordinator [SC-02/AICH]** in subject line - or by mail to:

**American Civil Liberties Union  
RE: South Carolina Administrative Coordinator [SC-02/AICH]  
PO Box 20998  
Charleston, SC 29403-6322**

Applications will be accepted until the position is filled, which will not be before July 20, 2008. Applicants are encouraged to apply immediately. 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."