

**American Civil Liberties Union**  
**Washington Legislative Office**  
**Washington, D.C.**

**POSITION:** Administrative Assistant

The **American Civil Liberties Union (ACLU)** is a nationwide, nonprofit, nonpartisan organization, founded in 1920 and dedicated to the principles of liberty and equality embodied in the U.S. Constitution. The **Washington Legislative Office (WLO)** of the National ACLU located in Washington, D.C. seeks applicants for the full-time position of **Administrative Assistant**.

**OVERVIEW:**

The ACLU Washington Legislative Office is responsible for advancing the civil liberties agenda of the national organization before Congress and the Executive Branch, as well as in working with ACLU affiliates in state legislatures. The Administrative Assistant will provide support to the Administration department of the WLO and will report to the Administrative Manager.

**ROLES AND RESPONSIBILITIES:**

- Responsible for the scheduling of conference rooms and meetings using Outlook; prepare materials for same.
- Conduct research, including Internet research, in order to respond to written and verbal inquiries from the public regarding the organization's activities and memberships.
- Monitor office inventory, supplies, and order replenishments as needed.
- Assist with the coordination of internal office moves.
- Maintain and organize staff directory and inter-office telephone directory.
- Fax, copy, mail, retrieve and sort incoming mail; update various mailing lists.
- Greet visitors and answer telephones, route calls and take messages.
- Handle general administrative duties for the office including processing invoices, tracking expenses and case costs, preparing expense reports, ordering supplies, etc.
- Other duties and special projects as assigned.

**EXPERIENCE AND QUALIFICATIONS:**

- Bachelor's degree or a minimum of 2 years related work experience preferred.
- Administrative experience in an office setting preferred.
- Must possess strong organizational skills and the ability to multitask and meet deadlines.
- Excellent interpersonal and communication skills.
- Must be able to work independently, as well as within a team.
- Strong computer skills, including Microsoft Office; experience with Internet research; and familiarity with mail merges and spreadsheets.
- Must have physical ability to push/pull/lift and leverage boxes containing items such as office supplies (25-50 pounds in weight).
- Commitment to the mission and goals 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:

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 three references, complete with names, addresses and employment position, by email to [hrjobs@aclu.org](mailto:hrjobs@aclu.org) - reference **[RE: WLOU-05/AICH]** in subject line – or by mail to:

Human Resources  
**RE: [WLOU-05/AICH]**  
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, which will not be before August 14, 2010. *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."*

**PLEASE CONTACT AICH/WIA PROGRAM (212-598-0100, ext 221) FOR JOB-SEARCH ASSISTANCE!**

(Customers must be Native American and meet WIA program eligibility requirements in order to receive transportation assistance, clothing allowance, cash incentives once employed, child care assistance, etc., etc..)

Posted: 7/21/2010