

JOB OPPORTUNITY
ADMINISTRATIVE ASSISTANT

*Application Deadline: December 2, 2020 – Applications will be accepted until the position is filled.
However, preference will be given to applications received by December 2, 2020.*

About Communities United for Police Reform: Communities United for Police Reform (CPR) is an unprecedented campaign to end discriminatory and abusive policing practices in New York, and to build a lasting movement that promotes public safety and reduces reliance on policing. CPR runs coalitions of over 200 local, statewide and national organizations and has won significant organizing, policy and litigation victories since being launched in 2012.

Position Summary: The Administrative Assistant carries out administrative tasks to support CPR's operational and programmatic needs. The ideal candidate is detail-oriented, possesses excellent judgment, is an excellent communicator, committed to CPR's mission and priorities, and able to manage multiple tasks in a fast-paced environment.

Position Reports to: Director of Operations

RESPONSIBILITIES

Office Administration (60%) – Support the Director of Operations in areas including:

- Office coordination, including: receptionist's duties; field and manage general correspondence for CPR, maintain office space and equipment, supply orders, vendor coordination, and files management.
- Finance & compliance, including: process invoices, check requests and accounts payable to ensure timely payments, financial coding, and financial reconciliations; input income and expense data into CPR's fiscal tracking systems; assist Director of Operations to ensure timely filing of lobby reports, IRS filings and other governmental filing requirements;
- Human resources & benefits administration, including: assist with recruitment and orientation processes for new hires, interns and volunteers; assist with payroll tracking, time tracking and maintenance of employee benefits; maintenance of employee, intern and volunteer files.
- Technology & database: Troubleshoot office IT issues; manage contacts database, relevant lists, and synchronization across CRM, email lists and advocacy platforms (eg CiviCRM, Mailchimp, Salsa, Eventbrite).

Director and other support (30%):

- Manage Director's calendar and travel, prioritize inquiries and requests while troubleshooting conflicts, make recommendations to ensure smooth day-to-day scheduling; provide administrative support for meetings and events.
- Administrative scheduling and event logistics/travel support, as requested by Director or Director of Operations, including meeting invitations, RSVP coordination, document preparation, food orders, and related logistics

Other (10%): Coordinate logistics and take/manage minutes for staff meetings and other key CPR meetings/events, as requested by Director of Operations; Participate in staff meetings; participate in other campaign meetings/projects as requested.

QUALIFICATIONS AND SKILLS OF IDEAL CANDIDATE:

- **Passion for/knowledge of racial/other justice movements, police accountability issues, and demonstrated commitment to the vision and values of CPR.** Knowledge of key issues and experience working with diverse communities directly affected by discriminatory policing, including: communities of color, low-income people, youth, LGBT people, homeless people, immigrants, Muslim communities, women, and people with disabilities. Familiarity with community organizing and social justice preferred.
- **Minimum of 2 years experience implementing administrative and operational projects and daily tasks,** ideally in the context of social justice organizations.
- **Excellent computer skills,** including proficiency with Microsoft Office applications and email systems (required); Proficiency with Zoom/virtual meeting platforms and event management applications (e.g. EventBrite) preferred.
- **Experience and proficiency with data-entry** and working knowledge of basic CRM databases (eg CiviCRM, EveryAction)
- **Strong communication skills,** including excellent written and verbal communication; strong inter-personal skills to interface with a variety of audiences; team player who can take initiative and works well with others
- **Loves getting details right and excellent organizational skills:** strong attention to detail, results-oriented, excellent follow-through, and able to manage and prioritize multiple responsibilities within deadlines.

Compensation and Schedule: This is a full-time salaried position with a generous benefits package, including full medical, dental, and vision, commuter benefits and paid time off. Current salary range for this position starts at \$48,000; compensation based on experience and qualifications. Most work will be during regular business hours (10am – 6pm), but schedule varies based on activities of the campaign, and may require occasional work during evenings or weekends.

How to apply: *Applications will be accepted until the position is filled. However, **preference will be given to applications received by December 2, 2020.*** Please send your resume, a cover letter, and contact information for three professional references to jobs@changethenypd.org. Include the position title: “Administrative Assistant” in the email’s subject line. The position will be open until filled. No phone calls please. For more information about CPR, please visit our website at www.changethenypd.org

Communities United for Police Reform (CPR) is an Equal Opportunity Employer and does not discriminate on the basis of race, creed, sexual orientation, gender identity, age, ethnicity, national origin, religion, or disability.