**Position:** Executive Director

**Department:** Executive Suite

**Terms of Employment:** Regular Full-Time/Exempt

**Location:** 125 Broad Street, NY, NY 10004 (Remote position for an extended period of time due to COVID-19)

**Salary:** $51,229 – $67,478 (Tiers V-VII)

**Application Deadline:** Until the position filled

The New York Civil Liberties Union (NYCLU) is one of the nation's leading advocates on behalf of constitutional rights and liberties. Founded in 1951, as the New York affiliate of the American Civil Liberties Union, the NYCLU is a not-for-profit, nonpartisan organization with more than 180,000 members and supporters, and eight offices statewide. We work in the courts, in the legislatures and on the streets to advocate for racial and economic justice, free speech, freedom of religion, privacy and equality before the law for all New Yorkers. For more information, please visit our website: [www.nyclu.org](http://www.nyclu.org/).

**DEI VISION STATEMENT**

The NYCLU affirmatively values the humanity and contributions of those we work with, inside and outside of the organization; and will take action to build and sustain an equitable, anti-racist culture that centers the voices and experiences of marginalized and directly impacted people and communities, and an organizational environment where all people feel valued, trusted, and respected. We are committed to diversity, equity, and inclusion, and having a workforce that reflects the population that we serve and actively recruit people of color, women, people with disabilities, formerly incarcerated people, and LGBTQ and gender non-conforming people.

**SUMMARY DESCRIPTION**

The Executive Assistant, under the supervision of the Executive Director, provides support and assistance to the Executive Director on confidential matters affecting the organization's efforts to promote and defend civil rights and civil liberties in the legislative and public policy arenas. This position is confidential, providing direct support to the Executive Director and the Board of Directors.

**ROLES & RESPONSIBILITIES**

* Performs administrative support duties including confidential correspondence, reports, e-mail and phone communication
* Coordinates office activities, schedules meetings, interviews, speaking engagements and catering as requested
* Maintains and updates contact lists
* Maintains and updates confidential files and records
* Handles travel arrangements and registration for conferences and other events
* Prepares reimbursement requests and reconciles monthly expenses for the Executive Director and Executive Office, including the Chief of Staff and Program Director
* Maintains calendar for Executive Director
* Keeps track of vacations and time off for the Executive Office
* Anticipates future scheduling and preparation needs and keeps Executive Director organized and informed
* Prepares and distributes meeting notes and other materials for the Executive Office
* Handles high-level correspondence as well as prepare summary documents on various topics
* Carries-out special assignments and other duties as required, including occasional research, and representing the Executive Director in certain internal meetings.
* Maintains confidential files and provides administrative support to the Board of Directors, including the Board leaders and various board committees
* 1-3 years of Executive Assistant or relevant experience
* Strong administrative, organizational and time management skills
* Strong writing and proof-reading skills
* Must be detail oriented and adept at managing multiple tasks simultaneously
* Excellent communication and interpersonal skills
* Must be proficient in Microsoft Office Suite including OneNote, Outlook and Word, Google Drive, Zoom and related technology
* Must be a self-starter, take initiative and work well in a fast-paced environment
* Ability to work independently as well as within a team
* Commitment to racial and social justice issues

**HOW TO APPLY**

Please submit your resume and cover letter that includes your unique qualifications for this position, where or how you learned of this job posting, and a recent writing sample that is wholly your own unedited work (submit a brief, motion, or memorandum of law, not to exceed 10 pages) via https://recruiting.paylocity.com/recruiting/jobs/Details/958064/New-York-Civil-Liberties-Union-Foundation/Executive-Assistant. If feasible, please submit these materials as a single PDF.

The NYCLU is an equal opportunity employer and encourages applications from all qualified individuals regardless of race, sex, gender identity or expression, age, disability, religion, national origin, citizenship, marital status*,* sexual orientation, veteran status, record of arrest or conviction or any other characteristic protected by applicable law. We are committed to diversity, equity, and inclusion, and having a workforce that reflects the communities that we serve.

The NYCLU is committed to providing reasonable accommodation to individuals with disabilities. If you are a qualified individual with a disability and need assistance applying online, please e-mail [ldecicco@nyclu.org](mailto:ldecicco@nyclu.org). If you are selected for an interview, you will receive additional information regarding how to request an accommodation for the interview process.

Apply Here: <https://www.click2apply.net/X7aQ2WtV1zzVGT5LWiedgz>  
  
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