



## **Job Opening**

### **Executive & Research Assistant**

Full-time Entry Level position: 40 hours per week

Pay: Commensurate with experience

**Application Deadline:** Open until filled.

**Anticipated Start Date:** July 27, 2020

**Must be willing to work in San Rafael at least 1-2 days per week after the pandemic ends. Must be comfortable working from Zoom.**

**The Center for Judicial Excellence**, or CJE, is a 14-year-old nonprofit organization established to improve the judiciary's public accountability and strengthen and maintain the integrity of the courts. We advocate for judicial accountability and child safety in family courts at the local, state and national levels.

The Executive Administrative Assistant will perform all of the administrative tasks that are vital to the day-to-day operation of the organization. The qualified candidate will possess the following qualities and skills and have the ability to successfully perform the responsibilities detailed below.

### **Qualities**

- Extremely well-organized with near-perfect attention to detail
- Proactive self-starter who looks for ways to save & make money
- Complete investment in helping CJE achieve its goals
- Ability to work independently, with little supervision

### **Skills**

- Strong email, correspondence & telephone skills
- Troubleshooting ability
- Technological savvy:
  - Proficient with Macintosh computers & basic Microsoft Office programs (Word, Excel, Entourage, PowerPoint)
  - Comfortable & capable internet researcher
  - MailChimp or other E-News program experience, WordPress or other website program experience, and Salesforce database experience are ideal.

## **Responsibilities**

- Conduct ongoing research on child homicides in the U.S. family courts
- Support the Executive Director at all public events
- Support the legislative advocacy work at the Center
- Manage the Executive Director's calendar, travel, etc.
- Manage accounts payable and work with bookkeeper on invoices, etc.
- Ongoing fundraising support, including grant research, letters of inquiry, thank you correspondence, membership list management, materials development, etc.
- Conduct ongoing website updates for the organization
- Design & send 1-2x monthly E-Newsletters
- Timely filing of state and federal forms, including annual filings
- Update materials for use by Board members, volunteers & others
- Maintain orderly files of organizational materials
- Other administrative responsibilities as requested

**Interested applicants should send a cover letter, resume and three professional references as soon as possible to [info@centerforjudicialexcellence.org](mailto:info@centerforjudicialexcellence.org). Interviews will be held on Zoom.**

**The Center for Judicial Excellence is an equal opportunity employer. We encourage people of all races, ethnicities, sexual orientations and gender identities to apply.**