



April 30, 2008

Position Vacancy

Administrative Assistant

The American Civil Liberties Union of Alaska Foundation invites applications for the position of Administrative Assistant. The ACLU of Alaska Foundation is a non-profit organization dedicated to the preservation and enhancement of the individual rights of all Alaskans under the U. S. and Alaska Constitutions. We are affiliated with the American Civil Liberties Union Foundation, the nation's oldest and largest organization dedicated to advocacy, public education, and litigation in support of civil rights and civil liberties. The ACLU of Alaska is a friendly, fast-paced environment with employees committed to the cause of civil liberties.

Position Description

The Administrative Assistant will report to the Executive Director and will work closely with the Staff Attorney, Prisoners' Rights Attorney, Development Coordinator, and volunteers. The Administrative Assistant will have primary responsibility for all administrative and clerical tasks of the office and will also assist in the oversight of office volunteers. At the outset it is expected to require a commitment of at least 15 to 20 hours per week; however, depending on office circumstances and personal qualifications, applicants seeking fulltime employment may be considered.

Specific Responsibilities:

- Word-process, compose, proofread correspondence, meeting minutes, and other documents;
- Provide administrative support to staff and, as directed, to Board of Directors, Executive Committee, other Board committees;
- Assist in the training and supervision of volunteers as needed or directed; establish work quality and confidentiality standards for volunteers; coordinate volunteer schedules;
- Maintain up-to-date filing on all office files including case files and administrative records;
- Assemble and supervise mailings;
- Schedule meetings and oversee meeting logistics, both inside and outside of the office;
- Maintain office-wide calendar of events and activities;
- Handle mail and correspondence; schedule appointments and make travel arrangements;
- Organize and maintain administrative files and records, including computer files;
- Maintain hard copy or electronic clipping file, as appropriate;
- Manage and maintain organizational mailing lists and labels;
- Assist with bookkeeping functions;
- Coordinate requests for speaking engagements for Board and staff;
- Assemble and disseminate informational materials for media and general public, including press releases;
- Maintain press clipping files;
- Provide reception and telephone coverage;

- Attend certain in-state ACLU functions, including membership conferences, award receptions, Board meetings, and staff conferences; some travel within Alaska may be required;
- Such other duties as the Executive Director shall determine.

Qualifications

- Proficiency and experience with Microsoft Word, Excel, and Outlook; proficiency with other MS software such as Publisher and Access and with Quickbooks or other financial software a plus;
- Must be organized and able to set priorities and handle multiple tasks;
- Must be attentive to detail, able to take direction, and work well with others;
- Good typing and grammar skills, as well as professional telephone manner;
- Commitment to the mission of the ACLU or the advancement of civil liberties under the U. S. and Alaska Constitutions; understanding of basic civil liberties issues and current affairs a plus;
- Knowledge of and commitment to living in Alaska.

Compensation and Benefits

Compensation is commensurate with experience within parameters of Alaska non-profit environment. There are no benefits unless the regular working hours increase beyond twenty hours per week.

Application Process

Please send letter of interest, resume, and contact information for three references to:

Jeffrey Mittman, Executive Director
ACLU of Alaska Foundation
P.O. Box 201844
Anchorage, AK 99520

Applications may also be submitted by fax to 907-258-0288 or by email to akclu@akclu.org. Such inquiries should include "Administrative Assistant Applicant" in the reference field and all attachments should be in Microsoft Word.

Application deadline is June 5, 2008, or until the position is filled. Review of applications shall begin on or about May 28, 2008.

The ACLU of Alaska is an affirmative action employer. All interested individuals, including racial and ethnic minorities, women, persons with disabilities, and LGBT persons are encouraged to apply.