



Executive Assistant

Hybrid 2-3 days in office; other days Remote - New York, NY

*Application Deadline: **Friday, May 13, 2022.***

IMMIGRANT JUSTICE CORPS

<http://justicecorps.org/>

Date Posted: Thursday, April 21, 2022

Job Type: Executive Assistant

Schedule Type: Full Time Position

Practice Areas: Immigration

About IJC and the Fellowship Programs

IJC is the country's first fellowship program wholly dedicated to meeting the need for high-quality legal assistance for immigrants seeking citizenship, other affirmative applications, and fighting deportation. Inspired by the late Chief Judge Robert Katzmann of the U.S. Court of Appeals for the Second Circuit, IJC brings together the country's most talented law school and college graduates to provide high quality representation to low-income immigrants. IJC's two-year Fellowship program connects Fellows to the best legal services providers and community-based institutions nationwide and leverages the latest technologies. The program also fosters a culture of creative thinking that engenders new strategies to reduce the justice gap for immigrant families, ensuring that immigration status is no longer a barrier to social and economic opportunity.

About the Position

The Executive Assistant position will report to the Executive Director providing support to the Executive Director, Board of Directors, and Senior Management Team. This position will serve as the primary point of contact for internal and external constituencies on all matter pertaining to the Executive Director. The Executive Assistant will have the ability to work independently on projects, from conception to completion, and must be able to work under pressure at times to handle a wide variety of activities and confidential matters with discretion. In addition to providing administrative support, the Executive Assistant will provide workflow and project management support, organizing complex workstreams with expert attention to detail and acting as a liaison to colleagues and external stakeholders.

The core responsibilities of the position include:

- Manage ED’s calendar by prioritizing inquiries and requests while troubleshooting conflicts; make judgments and recommendation to ensure smooth day-to-day engagements.
- Communicate directly and on behalf of the ED with Board members, organizational partners, and others on matters related to the ED programmatic initiatives.
- Research, prioritize, and follows up on incoming issues and concerns addressed to the ED, including those of a sensitive or confidential nature. Determine appropriate course of action, referral, or response.
- Serve as “gatekeeper” and “gateway” to ED. Provide a bridge for smooth communication between the ED’s office and internal departments, demonstrating leadership to maintain credibility, trust, and support with senior management staff.
- Provide leadership to build relationships crucial to the success of the organization and manages a variety of special projects for the ED, some of which may have organizational impact.
- Successfully complete critical aspects of deliverables with hands-on approach, including drafting agendas, outlines, presentations, and personal correspondence, and other tasks that facilitate the ED’s ability to effectively lead the organization.
- Effectively utilize and champion team use of CRM and project management tools to manage multiple projects including tracking schedules, meeting debriefs, and deliverables.
- Participate as an adjunct member of the Executive Team including assisting in scheduling and attending (when requested) meetings.
- Assist in coordinating the agenda of senior management team meetings and all staff meetings.
- Assist with travel and outreach plans.
- Ensure the ED’s bio is kept updated and responds to request for materials regarding the ED and the organization in general.
- Edit and complete first drafts of written communications to external stakeholders.
- Follow up on contacts made by the ED and manage partner relationships by serving as main point of contact and overseeing deliverables and timelines with a strong professional representation of IJC.
- Ensure workstreams are moving forward successfully across departments by identifying areas for improved efficiency, managing risks and roadblocks, and providing mitigation planning for ED.

Requirements for the Position

If you are an experienced administrator that is forward thinking, actively seeks opportunities, proposes solutions, adaptable and professional, then you may be the perfect candidate. Additionally, you will meet the following criteria:

- Is authorized to work in the United States with the ability to come into the New York City office a minimum of two times week, sometimes more;

- Has a Bachelor's degree or High School Diploma with a minimum of five years of experience in a background working with legal professionals, non-profit and/or work in the immigration field;
- Has the ability to work effectively both independently, as well as in a team-oriented, collaborative, and collegial environment;
- Has excellent written and verbal communication skills;
- Has strong interpersonal skills and the ability to build positive and productive relationships with stakeholders, including staff, board members, external partners, and donors;
- Has demonstrated skills in working well with people across lines of race, class, and marginalized communities and excellent interpersonal skills;
- Has the ability to maintain a high level of integrity and discretion in handling confidential information;
- Has the ability to work in a fast-paced environment and achieve high performance goals and meet deadlines;
- Demonstrates emotional intelligence;
- Has excellent judgment;
- Commitment to work respectfully and collaboratively within IJC to create inclusion across lines of difference;
- Is proficient in Microsoft Office (Outlook, Teams, SharePoint, Word, Excel, and PowerPoint), Adobe Acrobat, Google Drive, and social media web platforms.

Compensation

Salary is commensurate with skills, experience, and duties with a range of \$60,000 - \$72,000. IJC offers generous health benefits including medical, dental, vision, life, disability, 401(k) plan, 175 hours (25 days) of PTO, 12 paid Holidays plus the week between Christmas and New Year's Day, and compressed work schedules during the summer.

****LOAN FORGIVENESS**

The federal government provides student loan forgiveness through its Public Service Loan Forgiveness Program (PSLF) to all qualifying not-for-profit employees. Working with Immigrant Justice Corps. qualifies you as a not-for-profit employee and you may be able to take advantage of this program while working full-time and meeting the program's other requirements.

Please visit the Public Service Loan Forgiveness Program site to view the eligibility requirements:

<https://studentaid.ed.gov/sa/repay-loans/forgiveness-cancellation/public-service>

How to Apply

Please email your resume, two references, and a detailed cover letter explaining why you are a great fit for this job to recruitment@justicecorps.org with “Executive Assistant” included in the subject line. Application deadline is May 13th.

IJC is an Equal Opportunity Employer - women, people of color, members of the LGBTQ+ communities, veterans, and people with disabilities are encouraged to apply.