

RISING FOR JUSTICE, ADMINISTRATIVE ASSISTANT June 23, 2020

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Job Announcement: Administrative Assistant

Rising for Justice (“RFJ”) invites applications for a full-time Administrative Assistant starting July 2020. We seek an energetic and detail-oriented individual with a strong work ethic and the highest standards of integrity who can thrive working in a dynamic public interest law office and clinical training program.

About Rising for Justice

Created in 1969, RFJ, formerly known as D.C. Law Students in Court, is a 501(c)(3) nonprofit dedicated to leveraging the collective force of attorneys and students to achieve justice for all. We provide critically needed legal services to thousands of indigent and low-income DC residents every year, to help people achieve housing security and remove barriers to employment and family instability. Our work is particularly important today in light of the devastating impact of the pandemic on our client population.

RFJ currently operates as both a public interest law office and a clinical education program that draws students from area law and social work schools in Washington, D.C. Since our founding, RFJ has trained law students to provide free, high-quality legal services to the District’s indigent and low-income community. We recently added a social work training component to our program for MSW students. In addition to providing critically needed legal services to our clients, a fundamental part of our mission is to provide law and social work students with an exceptional clinical education that meets the highest standards of instruction and practice.

RFJ embraces equal justice and diversity as core values. We strive to maintain a workplace that is vibrant, welcoming, innovative, and collaborative. We are committed to fostering the thoughtful exchange of ideas and to ensuring that all voices are heard and respected. We seek an Office Manager/Executive Assistant who embraces our mission and values. Our commitment to diversity, inclusion, and non-discrimination includes race, sex, age, religion, national origin, sexual orientation, gender identity/expression, personal appearance, genetic information, political affiliation, marital status, family responsibilities,

disability, status as a veteran, and any other characteristic protected by federal, state, or local law or regulation.

Position Responsibilities

Responsibilities of the Administrative Assistant include but are not limited to administrative and management support in the following areas:

- Bookkeeping and Accounting Support, including monitoring and processing accounts payable and receivable; expense reimbursement processing; tracking vendor accounts and contacts; preparation of deposit, expense and petty cash reports.
- Data entry and management, including accurately entering data into corresponding fields within two databases, and identifying and correcting data entry errors using appropriate quality control methods.
- Other duties as assigned.

Qualification Requirements

Qualifications: We are looking for detail-oriented person with a commitment to our mission and a strong work ethic who has an aptitude for entering and tracking data with a high degree of accuracy.

In addition, the ideal candidate will have the following qualifications:

- Minimum A.A. degree
- Strong computer skills, including MS Word, Excel, Outlook, Powerpoint, and G Suite
- Familiarity with LegalServer, Qualtrics, or other data management software
- Excellent organizational skills, attention to detail, and integrity
- Ability to multi-task and prioritize
- Ability to work independently and in collaboration with others

Accountability: Reports to the Executive Director and Deputy Director.

Hours, Salary and Benefits: This is a full-time position based on a 40-hour work week. Salary is commensurate with experience. We offer an excellent benefits package, including employer-paid medical, dental, and vision insurance; generous sick, annual and personal leave; and paid federal and local holidays.

To Apply: Each candidate should submit a cover letter and resume by email to Hiring Committee at hire@risingforjustice.org. Please indicate "Administrative Assistant" and "[your full name]" in the subject line of the email.

Application Deadline: Review of applications will begin immediately and will continue until the position is filled.