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lakidsrights.org

Executive Assistant

The Louisiana Center for Children's Rights (LCCR) seeks a Executive Assistant, who will hold a key role in supporting the overall success of the organization. The Executive Assistant will perform a varying degree of tasks primarily for two Co-Executive Directors with a focus on organization and efficiency, and is expected to work within time constraints and often under significant pressure. The Executive Assistant will provide support to and collaborate with other staff as needed.

Organizational Overview

The Louisiana Center for Children's Rights (LCCR) is a non-profit law office that fights to keep children out of the justice system so they can thrive in their homes and communities. We both represent individual children in their court cases and address the systemic issues that trap mainly poor, Black youth in the justice system.

Juvenile Defense: As the juvenile public defender in New Orleans, our Children's Defense Team represents over 90% of children in the city who come into contact with the juvenile justice system. We provide each child with a holistic team – a lawyer, social worker, investigator, and youth advocate – to address both the causes and consequences of an arrest.

Juvenile Life Without Parole: We represent the majority of Louisianans who are facing or serving life without parole sentences for crimes they committed as children, which the U.S. Supreme Court has ruled unconstitutional in all but the rarest cases. We know that children can and do change for the better, so we fight for their second chance.

State and Local Advocacy: We advocate for policies that reduce the number of children in the justice system and provide better alternatives to arrest and incarceration. For the kids who do enter the system, we support policies that keep them safe, protect their rights, and get them home as soon as possible.

Position Responsibilities

Duties/Responsibilities:

- Provides high-level administrative support and assistance primarily for two executives and other leadership staff as needed.
- Performs clerical and administrative tasks including drafting letters, memos, invoices, creating reports, compiling data, and other documents.
- Arranges travel and accommodations for the executives.
- Schedules and attends meetings with and/or on behalf of executives, including board meetings, preparation for meetings, taking notes, recording minutes and follow-up.
- Manage executive calendars.

- Communicate correspondences to various units and teams on behalf of executives.
- Receives incoming emails, communication or memos on behalf of executives, reviews contents, determines importance, and summarizes and/or distributes contents to appropriate staff.
- Serve as liaison between Co-Executive Directors and Director of Organizational Effectiveness.
- File and maintain legal records.
- Serves as backup to the Office Manager and reception coverage (including answering/routing calls and greeting visitors).
- Performs additional duties as assigned by executives.
- Performs other related duties as assigned.

Required Skills and Abilities:

- Extensive knowledge of office procedures and knowledge of computers and related software plus knowledge of basic office equipment.
- Demonstrated ability to balance conflicting needs.
- Exercise discretion, sound judgment, and strict confidentiality; discreetly processes highly sensitive information; fosters mutual trust.
- Demonstrate ability to communicate effectively and professionally with the Board of Directors, investors and external contacts to the organization.
- Exceptional oral and written communication skills.
- Exceptional organizational and interpersonal skills; ability to perform in a collaborative work environment.
- Ability to work on multiple assignments under pressure and to consistently meet deadline schedules.
- Strong attention to detail and accuracy.

Required Qualifications

Education and Experience:

- A high school diploma or higher.
- A minimum of 2+ years as an Executive Assistant is preferred.
- Some legal experience or knowledge is preferred.

Salary and Compensation

The salary starts at \$40,000, commensurate with experience. LCCR offers employee benefits that include generous paid time off, parental leave, 100% covered health insurance, dental and vision insurance for employee and spouse or children and retirement plan. Some remote work is allowed with caseload. The position is full-time, and no other compensated work is permitted.

To Apply

Please provide a resume, three professional references, and a cover letter explaining your interest in the position to jobs@lakidsrights.org. In subject line of the email, please write “Executive Assistant” Applications will be considered on a rolling basis and the position will remain open until filled.

LCCR values diversity and is an equal opportunity/affirmative action employer. People of color, women, LGBT persons, people with disabilities, and those directly impacted by the justice system are encouraged to apply for all positions.