

## IMMEDIATE JOB OPENING - start date of January 1, 2020

### National Lawyers Guild - Labor & Employment Committee (LEC) ADMINISTRATIVE ASSISTANT (*part-time and intermittent*)

#### Key Responsibilities

This position will be responsible for the following functions:

- \* **Administrative:** schedule twice yearly meetings (one at NLG Convention and one during LCC), conference calls, prepare agendas, conference call and meeting minutes, draft routine correspondence, assist with events and other activities, etc.
- \* **Financial upkeep:** prepare and forward bank deposits, maintain records of expenses and income by categories (in Quicken), prepare financial reports at least twice yearly. Assist in preparation of annual budget.
- \* **Communications:** send out communications via mail and mass email (using google listserv and civiCRM); maintain Google membership and steering committee listserv, maintain committee's Facebook page.
- \* **Basic Graphic Design:** develop flyers, brochures, ads.
- \* **Website Maintenance:** maintain/update current LEC website (<http://www.nlg-laboremploy-comm.org>).
- \* **Update Database:** maintain and update membership database using our database software.

#### ACTIVITIES

This position will be responsible for the following activities:

- \* **Organize LEC steering committee monthly conference calls**, prepare agenda, write up minutes, and assure follow up with tasks discussed in calls.
- \* **Organize LEC twice annual committee meetings** (at the AFL-CIO Lawyers' Coordinating Committee [LCC] Conference and the NLG Convention), assist chair in preparing agenda, write up minutes, assure follow up with tasks discussed in meetings, attend the meeting at the NLG Convention (if possible).
- \* **Handle the annual membership dues solicitation** including: 1) prepare annual dues solicitation letter, 2) email and mail annual dues solicitation with periodic follow-up emails), 3) input dues in database, copy checks, prepare dues reports for Steering Committee and Treasurer reflecting checks to be deposited, and send checks to be deposited.
- \* **Assure supplies are available (update and secure union printer) for mailings and correspondence** including: 1) LEC brochures, 2) dues return envelopes, 3) letterhead and envelops.
- \* **Update the database** including: 1) enter new individuals into the database and update the status of individuals in the database, including but not limited to a) members of the LCC, b) people who attend any of our events, c) Peggy Browning law student annual conference attendees 2) utilize the database as required

- \* **Build the LEC membership** by sending new LCC and NLG members materials inviting them to join the LEC and follow up with emails, etc.
- \* **Keep up the website** including: 1) post action items, notice of events, meetings, job openings, etc., 2) remove old posts to archive and make changes when needed on various pages, etc., and 3) train local LEC committees on how to use the website for local work.
- \* **Handle communications to the Membership** including: 1) maintain Google listserv, determine which folks are bouncing, correct emails, add new members to listserv, etc., and 2) draft emails to highlight any new posts to website and format emails that Steering Committee asks to send to membership.
- \* **Implement the mentorship program** (keep list of NLG LEC student chapters up to date, conduct outreach for mentees, mentors, match participants, liaison with student rep to the Steering Committee, assist with annual student labor law job opportunities conference call, etc.).
- \* **Assist in LEC campaigns**, under the direction of Steering Committee members and with their review, prepare action requests, model letters, draft press releases and coordinate LEC media work including model letters to the editor or op-eds, etc., post materials on the LEC website, prepare emails for the listserv or for broader distribution, conduct other follow up as needed.
- \* **Facilitate preparation of ads** authorized by the LEC in program booklets, etc.
- \* **Facilitate other LEC activities** as needed (e.g. coordinate activity around requests for amicus, projects on which the LEC focuses, outreach for annual programs, correspond as needed w/ members, grant proposals, etc.)

**To Apply:** Send resume, cover letter, brief writing sample (no more than 5 pages), and any basic ads or leaflets you have created to Setareh Ghandehari at [nlglabor@gmail.com](mailto:nlglabor@gmail.com).

**DEADLINE for applications: December 11, 2019** or until position is filled.

**Wages + Hours:** This position is limited to approximately 10 hours / week and as a part time position has no benefits. There is no office so all work is done remotely. Must have access to a computer and internet. Salary \$20 to \$30 per hour, depending on experience and qualifications.

**EOE**