Organizational and Campaign Overview:
Our Children’s Trust is a non-profit public interest law firm that provides strategic, campaign-based legal services to youth from diverse backgrounds to secure their legal rights to a safe climate. We work to protect the Earth’s climate system for present and future generations by representing young people in global legal efforts to secure their binding and enforceable legal rights to a healthy atmosphere and stable climate, based on the best available science. We support our youth clients and amplify their voices before the third branch of government in a highly strategic legal campaign that includes targeted media, education, and public engagement work to support the youths’ legal actions. Our legal work – guided by constitutional, public trust, human rights laws and the laws of nature – aims to ensure systemic and science-based climate recovery planning and remedies at federal, state, and global levels. We seek legally-binding, countrywide and/or statewide science-based Climate Recovery Plans that will return atmospheric carbon dioxide concentrations to levels below 350 ppm by the year 2100.

Position Location:
- Eugene office.

Tasks and Responsibilities:
- Support Executive Director/Chief Legal Counsel in carrying out duties.
- Support Executive Director/Chief Legal Counsel in working effectively with the OCT executive leadership team to ensure regular individual and team meetings and to develop agendas for those meetings. Facilitate smooth communications between Executive Director/Chief Legal Counsel and Senior Litigation Attorney, Managing Attorney, Deputy Director, Chief Operating Officer, and Director of Communication, Education, and Engagement.
- Coordinate with Chief Operating Officer on establishing frequency and agendas for all-staff meetings.
- Prepare materials, draft emails and correspondence, make telephone calls related to the needs of Executive Director/Chief Legal Counsel. Transcribe notes, create spreadsheets, print documents, prepare presentations, schedule meetings, organize files, manage calendars, arrange and manage travel and event logistics, undertake other administrative functions.
- Discharge projects quickly and accurately as requested by the Executive Director/Chief Legal Counsel.
- Create daily and weekly overview emails that compile the Executive Director/Chief Legal Counsel’s most relevant updates, questions, scheduled commitments, and tasks of the day and/or week.
- Regularly support the Executive Director/Chief Legal Counsel’s personal, administrative, and logistical needs to facilitate the Executive Director/Chief Legal Counsel’s ability to then focus on substantive tasks.
- Prioritize, maintain, and manage the Executive Director/Chief Legal Counsel’s schedule.
on a daily basis and help manage outstanding obligations.

- Manage and track the Executive Director/Chief Legal Counsel’s tasks carefully and thoroughly. Incorporate requests from staff so that deadlines are met and communications are streamlined.
- Support the Executive Director/Chief Legal Counsel in media and public relations work in coordination with the Director of Communications, Education and Engagement and the Senior Media Director.
- Work with OCT paralegals to keep Executive Director/Chief Legal Counsel case files organized.
- Work with OCT paralegals to ensure proper client management and communications on Executive Director/Chief Legal Counsel’s cases, including supporting *Juliana* plaintiff travel and events.
- Draft quotes for Executive Director/Chief Legal Counsel and other short media pieces as appropriate.
- Ensure that Executive Director/Chief Legal Counsel has everything she needs for travel, meetings and day to day trial preparation. Accompany Executive Director/Chief Legal Counsel as requested.
- Apprise Executive Director/Chief Legal Counsel of issues needing to be addressed, as they develop, with staff, program, or otherwise and provide regular and thorough updates when Executive Director/Chief Legal Counsel returns from travel outside of the office.
- Assist with communications, chaperoning, and relations with youth plaintiffs and other participating youth as needed and requested by Executive Director/Chief Legal Counsel.
- Track all security incidents and maintain files and reporting protocol, until Chief Operating Officer takes over tracking.

**Reporting Duties and Responsibilities:**

- Report internally as requested.

**Position Reports to:**

- Executive Director/Chief Legal Counsel

**Qualifications:**

- Undergraduate degree.
- Professional office experience.
- Prior experience or training in a legal setting or law discipline.
- Exceptional proficiency with Google Drive, Macbooks, Microsoft Office, and ability to become competent in timekeeping, client management, and document management software.
- An interest in working with youth, families, and diverse partners.
- Exceptional writing, organizational, and communication skills.
- Highly professional, dependable, and available.

**Compensation and Benefits:**

OCT offers a competitive salary and benefits package. Salary is commensurate with experience and with the other members of our team. Employee benefits include employer-paid medical, vision, life, and disability insurance, retirement savings plan with employer match, paid vacation and holidays, and a relaxed work environment (albeit fast-paced).
We welcome, embrace, and respect diversity of people, identities, and cultures. We are committed to fostering an organizational culture of diversity and inclusion. Applicants from diverse backgrounds are strongly encouraged to apply. OCT is an equal opportunity employer.

**To Apply:** Applicants should submit in a single PDF a cover letter, resume, writing sample, and three references to Julissa@ourchildrenstrust.org. Please put “Executive Assistant” in the subject line of your email. Applications will be reviewed on a rolling basis. Applications will be accepted until the position is filled.

You can find out more about OCT at our website: www.ourchildrenstrust.org.