Executive Assistant – Full Time

Justice At Last is the only independent, nonprofit law firm in the San Francisco Bay Area exclusively serving the legal needs of survivors, regardless of their age, gender identity, nationality or type of trafficking. Justice At Last provides free legal representation that emphasizes dignity and is survivor-centered, culturally sensitive, trauma informed, and rights-based. The Justice At Last team includes advocates and activists from the social justice and human rights community who collectively have decades of experience providing support services and fighting for the rights of trafficked survivors. *If you are looking for an opportunity where you can contribute to a greater cause, your talent and skills will be recognized, and you will be constantly challenged to grow, then join our team today!* 

**ABOUT THE JOB**
The Executive Assistant is responsible for providing administrative support to the Executive Director and the Management Team. The successful candidate will have at least 3 years of experience supporting high-level executives and be a detailed-oriented professional who can effectively multi-task and juggle multiple priorities. The Executive Assistant must be comfortable working in a fast-paced legal nonprofit supporting trafficked persons. Reporting to the Executive Director, the Executive Assistant is an administrative role with great potential for skills development and networking.

**Qualifications**
- Have strong editing and communication skills
- Enthusiastic about organizational and operational excellence in accelerating social change
- Flexible and willingness adapt to change
- Thrive supporting others with pride and a master of details
- At least 3 years of experience supporting high-level executives
- Deep familiarity with Microsoft Office & Calendaring, Google Workspace, Adobe, Canva, Zoom and Teams video conferencing
- Excellent interpersonal and relationship management skills
- Marketing, communication and social media skills
- Highly resourceful team-player, with the ability to be extremely effective independently
- Excellent communication skills with internal and external staff, clients, Board, and stakeholders
- Attention to detail and a dedication to accuracy and timeliness
- Bachelor’s Degree or equivalent work experience

**Responsibilities**
- Assess the urgency of situations and determine appropriate actions
- Handle confidential matters with great care and discretion
- Provide support with scheduling, calendaring, and related communication with internal staff and partners
- Provide project management support, including proactive support of fund development and donor cultivation
- Assist in preparation of government contracts, budgets and grant proposals
• Conduct research and prepare correspondence and reports for the Board of Directors and Advisory Council
• Assist with processing vendor invoices for payment; coordinate timely expense reports and reconciliation
• Manage meeting logistics, including but not limited to reserving conference rooms, catering and refreshments and arranging for audio/visual and IT support
• Ensure deadlines are met, communicate with relevant stakeholders and following through on action items
• Experience with calendar management and ability to proactively plan for meetings, events, and projects
• Culturally sensitive skills particularly relevant to underserved communities preferred
• Act as a thought partner with engaging support to the management team during meetings and retreats
• Willingness to travel to our satellite offices from time to time for trainings and meetings

**Hours and Compensation:**
This is a full-time, at-will, exempt, hybrid position. Justice At Last prioritizes a competitive salary range of $55,000 - $68,000 per year based on experience. Generous paid vacation, holiday, sick leave, health care package and 403(b) employee retirement benefits. Professional development, including training and conference attendance opportunities. Mileage and parking costs reimbursed when working in the community.

Justice At Last has a Vaccination & Booster Mandate Policy and proof of a COVID-19 vaccinations or a reasonable medical or religious accommodation must be provided prior to hire date.

**Perks:**
• Part of a team doing groundbreaking social justice work on behalf of trafficked persons, providing cutting-edge practices in the field of social, legal, and interdisciplinary services transforming the definition of trauma-informed and survivor-driven services.
• Professional development, including training and conference attendance and opportunity for growth in the anti-trafficking field.
• Access to ongoing mindfulness and meditation resources and an organizational culture focused on mitigating vicarious trauma.
• Opportunity to practice human rights, advocate for systemic changes, and help change the trajectory of trafficking survivors’ lives.

**To Apply:** Send a cover letter and resume to opportunities@justiceatlast.org Applications will be considered on a rolling basis.

We strongly encourage individuals from traditionally underrepresented communities to apply. Justice At Last is an Equal Opportunity Employer committed to diversity and encourages survivors of human trafficking to apply for all employment opportunities. Justice At Last does not discriminate based on race, color, religious creed, sex, gender, gender expression, gender identity, age, national origin, ancestry, disability, marital status, sexual orientation, military status, prior contact with the criminal justice system, or any other basis prohibited by law. For this position, the candidate must not have been a client of Justice At Last within the last 2 years.