

**JOB ANNOUNCEMENT**  
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**EXECUTIVE ASSISTANT**

The Arkansas Access to Justice Commission seeks a highly motivated, detail-oriented Executive Assistant for its Little Rock office. The Executive Assistant will provide administrative support for the Arkansas Access to Justice Commission and Arkansas Access to Justice Foundation.

Duties include:

- Maintain up-to-date donor database, including donor contacts, gifts, and pledges; maintain and update email contacts in email marketing system; maintain current board and commissioner contacts
- Prepare routine correspondence, including prompt donor acknowledgements, annual year-end giving summaries, notifications of expiring credit cards, letters of support, etc.; handle larger bulk solicitations, including annual fundraising campaign
- Maintain and organize digital and paper files in accordance with organizational policies
- Schedule and make meeting arrangements for the Arkansas Access to Justice Commission, the Arkansas Access to Justice Foundation, committees, and events, including arranging for lodging and food; compiling and distributing meeting agendas, reports, and packets; and recording and promptly finalizing and distributing meeting minutes and action items
- Communicate frequently with foundation board members and commissioners, vendors, allied organizations, attorneys, and the general public
- Handle day-to-day office oversight, including opening and distributing the mail, ordering office supplies and equipment, troubleshooting equipment and software malfunctions, and contacting technical support and repair personnel
- Handle basic monthly financial processes, including logging of receivables and payables; coordinate with external accounting firm to ensure timely payment of vendors and the provision of appropriate supporting documentation
- Coordinate speaking engagements and other outreach activities; maintain organizational calendar
- Answer phone calls and directing incoming calls as appropriate; responding directly to routine requests

Qualifications include:

- Outstanding written and oral communication skills;
- Outstanding interpersonal skills;
- Outstanding organizational skills, including the ability to prioritize, manage multiple tasks simultaneously, and follow up without supervision;
- Ability and enthusiasm to work collaboratively and flexibly;
- Proficiency in MS Word, Excel, PowerPoint, and G Suite (Gmail, Google Docs, etc.); should be technically uninhibited in learning new software;
- A bachelor's degree with two or more years' professional administrative support experience is preferred; a high school diploma with four or more years' equivalent experience will be considered.

Salary: Based on qualifications and experience. Benefits include health insurance, life insurance, pension, and 457(b) plan. Applicants must have a strong desire to work for a nonprofit organization.

Applicants must submit a cover letter, resume, and references via email to Amy Johnson at [adjohnson@arkanasjustice.org](mailto:adjohnson@arkanasjustice.org)

Minorities, veterans, persons of all ages, women, LGTBQ persons, and persons with disabilities are encouraged to apply. Position is open until filled.

June 2019