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## POSITION ANNOUNCEMENT

### **Administrative Specialist (full-time salaried with benefits)**

**Position to start no later than July 18, 2022**

**Specialist must work from Eugene, Oregon office**

### **Who We Are:**

The Civil Liberties Defense Center (CLDC.org) is a nonprofit organization that supports movements that seek to dismantle the political and economic structures at the root of social inequality and environmental destruction. We provide litigation, education, and legal and strategic resources to strengthen and embolden the success of those movements. Our motto is "Assert your rights, we've got your back." We have provided pro bono activist defense to 4,500+ social, environmental, and climate justice activists, as well as providing free Know Your Rights and related trainings to 10,500+ people. Our primary office is in Eugene, Oregon.

### **Summary:**

The **Administrative Specialist** will perform tasks assigned by our Deputy Director and Operations Manager, including: (1) Support legal team in drafting and formatting motions and other court documents (2) Provide administrative support for development, communications, and legal teams; and (3) Perform a variety of tasks to support the efficient operations of the organization such as maintaining tracking systems. This is an entry level position with room to grow.

We are looking for strong organization, writing, and interpersonal communications skills, conscientious follow-through in a deadline-driven environment, and a high level of cultural and anti-oppression competence. Candidates should have proficiency with Macintosh computers and Microsoft Office programs; and basic familiarity and skills related to fundraising databases, social media, and MailChimp email platform. Some back-end website administration experience is preferable, but ability to learn quickly will also be considered. Candidates must be willing to adhere to strict confidentiality, and will be required to use organization-wide encrypted communications tools and document storage/destruction protocols. The goal of this position is to support our movement lawyering work, including communications and development work, and improve overall efficiency and community engagement.

### **Specific Job Responsibilities:**

#### **Two-thirds FTE Administrative and Legal Support**

- Draft motions and other legal documents (mostly from templates) for cases across the U.S.
- Process and organize legal discovery, including indexing, document redaction, and video evidence
- Prepare exhibits for litigation
- Perform office and clerical duties, including answering phones, initial client intake and referrals by phone, mail, and email, and document archiving
- Support volunteer program
- Engage community members in a personable, professional manner when promoting CLDC's work

#### **One-third FTE Communications and Development**

- Ensure CLDC presence at in-person and online community events. Includes tabling, volunteer coordination, and researching and scheduling speaking opportunities. May require schedule flexibility.

- Support member tracking systems and communications
- Support twice-yearly fundraising campaign logistics
- Assist in the editing, publication, and distribution of CLDC-branded materials
- Help keep website content and calendars current
- Help with internship program alongside communications staff, including mentoring interns through independent projects

### Desired Experience and Qualifications:

While we will prioritize candidates with a passion for CLDC’s mission and the ability to learn quickly, experience and skills we also look for include:

- Two years of nonprofit office or similar experience
- Strong organizational, time management, and project management skills, especially with multiple concurrent projects
- Solid written and verbal communication skills
- Spanish language proficiency
- Ability to prioritize tasks, work independently, and meet deadlines
- Proficiency with Macintosh computers, WordPress content management, basic graphic design, donor and outreach databases, and Microsoft Office, or demonstrated ability to learn quickly
- Experience working collaboratively in a deadline-sensitive environment; ability to readily communicate needs and capacity
- Willingness to learn and engage in activist security culture and digital security practices

### Pay and Benefits:

- This position is full-time, 40 hours per week
- Salary \$40,000-\$42,000, commensurate with experience
- At least a two-year commitment expected
- The position will be based out of our office in Eugene; some travel may be required.
- Benefits includes generous paid time off, holidays, health insurance, and professional development

Our core values lead us to seek a broad range of perspectives and backgrounds to achieve our mission and to maintain an inclusive environment where all staff are valued and respected. As an equal opportunity affirmative action employer, we are committed to practices that ensure that employees and applicants for employment are provided with equal opportunities without regard to race, color, national origin, ancestry, sex, age, religion, physical or mental disability, medical condition, veteran status, marital status, pregnancy, sexual orientation, gender identity, gender expression, genetic information, or any other factor not related to the position. We seek to redress past discrimination through active measures to ensure equal opportunity in employment. We will consider qualified applicants with arrest and conviction records for employment.

### How to Apply:

Interested candidates should submit:

- Resumé
- Cover letter stating your interest and experience
- Three professional references and if possible, one environmental/social justice activist reference

**Please send all materials in a single PDF to [office\[at\]cldc.org](mailto:office[at]cldc.org)– Subject: “[Your last name]—Admin Specialist.”**

Please, no phone calls, hard copies, or drop-ins. For technical difficulties or questions, contact [office\[at\]cldc.org](mailto:office[at]cldc.org).