



Executive Assistant - Job Posting

Organization and Opportunity Overview

The ACLU-WI is a statewide non-profit, non-partisan, private organization with 23,000 members. The ACLU-WI is widely recognized as a cutting-edge and leading advocate for civil rights and civil liberties in the state, and works closely with other state organizations that share compatible goals. Our mission: *The American Civil Liberties Union of Wisconsin fights to protect, defend, and expand civil rights and liberties – particularly for communities historically denied their rights – through nonpartisan advocacy, community education, litigation, and organizing in order to create a more just future.* The ACLU of Wisconsin's combined operating budget is approximately \$4.5 million with headquarters in the City of Milwaukee. The organization has a diverse staff of up to 30 individuals.

Position Overview

The Executive Assistant is a staff position within the ACLU-WI's Administration Department. The Executive Assistant is responsible for providing exceptional administrative support, with the highest level of professionalism, confidentiality, and discretion, for the Executive Director, Deputy Executive Director and the Board of Directors. The Executive Assistant also assists with the organizational needs of the office.

Job Context

This position is a full-time exempt position. The Executive Assistant reports to the Executive Director. The position is based in the Milwaukee area in a hybrid work environment (in-person and work from home). Work may include some nights and weekends and occasional travel at the expense of the organization.

Responsibilities include:

Executive Support Responsibilities include:

- Responsibly and respectfully help manage access to the ED to ensure the highest and best use of their time;
- Provide communications support in drafting board and staff communications and reports on behalf of the Executive Director;
- Manage and maintain certain ACLU-WI records (historical archives, etc.);
- Completes a broad variety of administrative tasks for the Executive Director and Administrative team including managing an extremely active calendar of appointments; prioritizing inquiries and requests while troubleshooting conflicts; making judgments and recommendations to ensure smooth day-to-day engagements;

- completing expense reports; composing and preparing confidential correspondence; arranging complex and detailed travel plans, itineraries, and agendas; and compiling documents for travel-related meetings;
- Completes executive functions including scheduling, administrative, and logistics in support of ACLU- National, finance, operations, information technology, and security work;
- Attendance at and notetaking for affiliate-wide meetings as assigned.

Board of Directors Support Responsibilities include:

- Assist in relationship building with Board members, and staff-board relations;
- Attend the Board and committee meetings to manage and support meeting planning, minute taking, and meeting logistics;
- Serve as the ED's liaison and provides support to the Board of Directors; arrange and handle all logistics for Board meetings and events; schedule meetings; draft agendas; develop, compile, and distribute presentation materials; and record confidential meeting minutes in absence of the Board Secretary;
- Develop and maintain an annual slate of meeting calendars for Board and committees;
- Serve as a point of contact for Board member requests;
- Adheres to compliance with applicable rules and regulations set in bylaws regarding Board and committee matters, board-approved policies and procedures;
- Maintain Board of directors records (members, minutes, policies, bylaws, etc.);
- Assist Board members with ACLU-WI-related travel arrangements, lodging, and meal planning as needed;
- Maintain discretion and confidentiality in relationships with all Board members.

Office Management Responsibilities include:

- Manage office supplies, inventory, and equipment, ensuring their availability and proper functioning for office work;
- Coordinate with vendors, contractors, and service providers for office maintenance, repairs, and other facilities-related issues;
- Support the hosting of events at the office;
- Manage office visitor protocol;
- Provide logistical support for in-person and virtual meetings;
- Process incoming and outgoing mail and deliveries;
- Logistical planning, record retention, and data collection;
- Manage handling of confidential documents.

Experience & Qualifications

- Commitment to Equity, Diversity, Inclusion, and Belonging as core values;
- A strong commitment to the mission and goals of the ACLU, racial justice, dismantling white supremacy and incorporating a structural power analysis into work;
- Knowledge and understanding of how power and oppression is manifested in matters of race, ethnicity, age, gender, sexual orientation, gender identity, gender expression, religion, ability, citizenship and socio-economic circumstances;
- Prior experience as an executive assistant or in another administrative role working with executive teams;
- Trustworthy with excellent judgment and experience exercising discretion and upholding the highest level of confidentiality with sensitive information;
- Excellent interpersonal skills, including conflict resolution experience and ability to work across lines of difference, working effectively with colleagues at all organizational levels, and with external stakeholders;
- Ability to work independently and collaboratively in a fast-paced environment with fellow ACLU-WI staff and outside contractors, managing several projects simultaneously and adjusting to frequently shifting immediate demands with a diplomatic touch;
- Talent for creating and managing systems;
- Ability to communicate quickly and effectively, both verbally and in writing;
- High-level attention to detail, wherein you often notice things that other people miss;
- Proficiency with office technology and information systems, including databases, online communications, word processing, spreadsheets, project management systems, and video conferencing, Google workspace, Google Docs, Zoom, etc;
- Ability to jump in and help on any project and learn new things quickly;
- Willingness and availability to work occasional evenings and weekends with advance notice, during times of office events or busy seasons;
- Ability to travel locally, regionally, and nationally as needed;
- Other administrative duties as assigned.

Working Conditions: Hybrid work requirements consisting of approximately a 40-hour work week with work from home permitted when work responsibility allows, prioritizing caregiving and work-life balance needs. The position requires maintaining physical file records and word processing.

- Ability to work at a computer for multiple hours a day;
- Prolonged periods sitting at a desk and working on a computer;
- Visual acuity for extensive reading, preparing, and analyzing information, and viewing a computer terminal;



- Ability to do light physical activity including occasional lifting and carrying of office supplies, packages, and equipment weighing up to 20 pounds to facilitate organization, filing, and event assistance.

Mental Demand: Decision making, emotional intelligence, giving and receiving feedback and building trusting, collaborative relationships. The nature of this work can be emotionally demanding and requires thoughtful communication.

Compensation: Compensation is based on relevant experience and skills, but will be no less than \$60,000. The organization provides employees \$60 per month for internet and cell phone allowance. Benefits include paid vacation and sick leave, 12 weeks paid family medical/parental leave, and optional medical (includes one plan at no cost to the employee), vision, dental coverage, life insurance, short- and long-term disability insurance, and a 401(k) retirement fund with a stepped employer match.

How to Apply: Please **email** a single document of the requested documents to hr@aclu-wi.org, please use '[YOUR NAME]- Executive Assistant' in the subject line of the email. The requested items are the following:

- Cover letter explaining how you are qualified for this position and why you're interested in being part of the ACLU of Wisconsin;
- Resume;
- Final interviewees will need three professional references.

Applications will be accepted until the position is filled.

This job announcement provides a general but not comprehensive list of the essential responsibilities and qualifications required. It does not represent a contract of employment. The ACLU of Wisconsin reserves the right to change the description and/or posting at any time without advance notice.

The ACLU of Wisconsin is an equal opportunity/affirmative action employer and strongly encourages people of color, people with disabilities, members of the LGBTQ+ community, and formerly incarcerated people to apply. The ACLU of Wisconsin undertakes affirmative action strategies in its recruitment and employment efforts to assure that persons with disabilities have full opportunities for employment in all positions. We encourage applicants with disabilities who may need accommodations in the application process to contact us at hr@aclu-wi.org.

The ACLU of Wisconsin is composed of two separate corporate entities, the American Civil Liberties Union of Wisconsin and the American Civil Liberties Union of Wisconsin Foundation. Both organizations share office space and employees.