



Office Assistant  
American Civil Liberties Union of Missouri Foundation, Inc.  
Location: St. Louis, Missouri

### *Be Part of a Pivotal Moment in History*

The American Civil Liberties Union of Missouri, Foundation Inc., “ACLU-MO” seeks a full-time Office Assistant based out of our St. Louis office who will be responsible for ensuring the smooth daily functioning of the ACLU-MO office, including working with outside vendors and contractors, assisting with various payroll and accounting functions, developing and organizing office procedures and systems and providing administrative support to the Executive Director and Director of Administration and Finance. The Office Assistant will report directly to the Director of Administration and Finance.

### **ABOUT THE ACLU OF MISSOURI**

Founded in 1920, the ACLU-MO is one of Missouri’s premier public advocacy organizations. The ACLU-MO, headquartered in St. Louis with a diverse staff of 11, is committed to protecting constitutional rights and civil liberties. We are in the midst of planned growth and increasing prominence in policy issues including racial equality, equitable policing, reducing mass incarceration, threats to reproductive rights, prosecutorial accountability, LGBT equality, free speech, and protecting privacy in the digital age.

To learn more about our work, please visit [www.aclu-mo.org](http://www.aclu-mo.org) and [www.aclu.org](http://www.aclu.org).

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

#### **Duties Include:**

#### **OFFICE MANAGEMENT:**

- Answer and route all incoming calls;
- Ensure a tidy, organized and cohesive work environment for the office’s staff and volunteers;
- Purchase/maintain office equipment including computers, computer network, printers, copiers and phone system;
- Assist other staff in the use of office equipment;
- Ensure the provision of office supplies; maintain & organize inventory;
- Maintain pre-paid bulk mail/periodical postage accounts and regular postage meter account (in-house);
- Manage file storage and archiving procedures and ensure compliance with records retention and confidentiality guidelines;

- Facilitate communication among the staff by maintaining office calendars for meetings;
- Coordinate and set-up for meetings;

#### **IT/COMMUNICATIONS:**

- Work, in collaboration with the Director of Administration and Finance, with IT consultants to maintain staff and volunteer workstations, including upgrading software and hardware, troubleshooting and configuring for end users and ensuring the general day-to-day maintenance of the computer network, including coordinating e-mail server, anti-virus and spam filter upgrades;
- Assist with managing communications systems, including phones, copiers, fax, and printers, including procurement, maintenance and supplies;

#### **ACCOUNTS MANAGEMENT:**

- Work with the Director of Administration and Finance on AP and AR;
- Work with Director of Administration to ensure the timely completion of bank reconciliations, general ledger entries, and financial reports for the board of directors;
- Ensure timely completion of reports and forms for the ACLU-MO, including lobbying reports, charitable organization renewals, corporation commission reports and tax forms.

#### **HUMAN RESOURCE MANAGEMENT:**

- Manage time sheets;
- Maintain personnel files;
- Manage health insurance (medical, dental, long term disability) and 401(k);
- Work with the Director of Administration and Finance on postings of new staff positions on various non-profit Web sites; maintain and build distribution lists for job postings; ensure that job postings are provided to venues that will help create diverse applicant pools.
- Assist with orienting new employees by providing employment policies and forms;
- Maintain contact information and signed confidentiality agreements for all staff, volunteers, and interns.

#### **EXECUTIVE/BOARD SUPPORT:**

- Update board member lists; produce, update and distribute directory to board and staff;
- Update and distribute the board orientation manual;
- Make travel arrangements, and collect all staff-related reimbursements;
- Provide support for Board-related activity, including meetings, trainings, etc.;
- Assist the Executive Director with scheduling and meetings.

#### **OTHER DUTIES:**

- Draft, edit and produce correspondence, memos, and reports for the Executive Director and Director of Administration and Finance. Research, writing and organizational projects are possible.
- Perform other tasks as assigned by the Executive Director or Director of Administration and Finance.

## **QUALIFICATIONS:**

- 1-3 years office management/administrative support experience in a professional environment.
- Sophisticated computer and clerical skills, including Microsoft Word, Excel and Outlook.
- Ability to set priorities and meet deadlines on concurrent projects in a fast-paced, occasionally stressful environment.
- Ability to develop effective organizational systems and understand the practices and policies that are necessary to help maintain a high-performing, employee-friendly office environment.
- A confident and professional work style, superior problem solving skills, and an ability to work creatively and independently.
- Impeccable organization skills with high attention to details.
- Excellent oral and written skills. The ability to communicate and work effectively with volunteers, staff, board members, and the general public. Attention to detail and superior proofreading skills are a must.
- Proficiency with Quickbooks Online and ADP preferred.

## **COMPENSATION AND BENEFITS**

Competitive salary based on experience. Excellent and comprehensive benefits package including paid vacation and holidays; medical, dental, and vision insurance; life and disability insurance; and 401(K) pension plan with employer contributions and employer match of optional employee contributions.

## **To Apply:**

E-mail a letter of interest, resume, writing sample, and three professional references to [application@aclu-mo.org](mailto:application@aclu-mo.org). Please indicate “**Office Assistant**” in the subject line of your email. *Please indicate in your cover letter where you saw this job posting.*

Alternatively, application materials may be mailed to: 906 Olive St., Suite 1130, St. Louis, Missouri 63101. *Please, no phone calls.*

## **Deadline:**

Application materials will be reviewed as received and will be accepted until the position is filled.

**ACLU is an equal opportunity employer. We value a diverse workforce and an inclusive culture. The ACLU encourages applications from all qualified individuals without regard to race, color, religion, gender, sexual orientation, gender identity or expression, age, national origin, marital status, citizenship, disability, veteran status and record of arrest or conviction.**

**The ACLU 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: [application@aclu-mo.org](mailto:application@aclu-mo.org).**

