



**NATIONAL EMPLOYMENT LAWYERS ASSOCIATION  
THE EMPLOYEE RIGHTS ADVOCACY INSTITUTE FOR LAW & POLICY  
JOB ANNOUNCEMENT**

Title: Administrative Assistant

Application Deadline: Open Until Filled

Application Process: Send Cover Letter and Résumé To Nareeya Nalivka, Director of Finance & Human Resources, National Employment Lawyers Association, 2201 Broadway, Suite 310, Oakland, CA 94612; Email: [nnalivka@nelahq.org](mailto:nnalivka@nelahq.org); Fax: (866) 593-7521.

Compensation: Annual Salary \$36-41K DOE; Vacation; Medical Leave; Medical, Vision & Dental Insurance; Pension

**NO PHONE CALLS OR RECRUITERS**

The National Employment Lawyers Association (NELA) is seeking a full-time experienced Administrative Assistant for its Oakland office. The Administrative Assistant will provide a wide range of administrative support to NELA's Executive Director and its other nine staff members, who also staff NELA's sister organization, The Employee Rights Advocacy Institute For Law & Policy (The NELA Institute). The Administrative Assistant will use his/her independent judgment, initiative, and creativity in managing and prioritizing his/her workload. Experience working with nonprofits and/or public interest organizations preferred, but not required. This position is non-exempt under state and federal wage and hour laws.

NELA is a nonprofit professional association of lawyers who represent employees in employment matters. NELA seeks to eradicate inequality and injustice in the workplace by advocating for employee rights and assisting the lawyers who represent them. Founded in 1985, NELA advances and encourages the professional development of its members through networking, educational programs, publications, and technical support. NELA promotes the workplace rights of individual employees through legislation, public policy, and other activities. For more information about NELA, visit [www.nela.org](http://www.nela.org).

**ADMINISTRATIVE ASSISTANT**

The Administrative Assistant is responsible for supporting the administrative activities of the National Employment Lawyers Association and its sister organization, The Employee Rights Advocacy Institute For Law & Policy (The NELA Institute). This position reports directly to and is under the general supervision of the Director of Operations.

## **JOB RESPONSIBILITIES**

- Provides administrative support to NELA/The Institute's Executive Director and nine other staff members (eight in NELA's Oakland office and one in NELA's Washington DC office).
- Maintains the Executive Director's travel schedule and calendar, including making travel arrangements, confirming meetings, and administrative follow-up.
- Answers incoming phone calls, checks general voicemail messages, responds to general and member inquiries, and forwards calls to appropriate staff members.
- Opens, reviews, and distributes incoming mail and faxes; processes outgoing mail; organizes and manages large and small scale mailings.
- Orders and maintains office supplies; arranges for office equipment maintenance.
- Assists in scheduling conference calls and maintains master Conference Call Calendar in MS Outlook.
- Creates and maintains filing systems, as requested and including in-house and off-site storage of files.
- Participates in weekly staff meetings and other team meetings as appropriate.
- Travels to NELA's events and offsite functions as needed.
- Other duties as assigned by the Director of Operations.

## **REQUIREMENTS**

- Minimum of one to three years of experience in an administrative and/or program support position.
- Exceptional organizational skills, including attention to detail, ability to work independently, manage time efficiently, handle multiple tasks, prioritize projects, meet deadlines, engage in problem-solving, and produce a high quality work product.
- Proficiency in MS Word, Excel, and Outlook required. Familiarity with social media, especially Facebook and Twitter, a plus.
- Excellent written and oral communication skills.
- Ability to work effectively with co-workers and with a variety of people at all levels of the organization.
- Ability to maintain composure and complete tasks in a fast-paced, nonprofit environment.
- Sound judgment and discretion, as well as the ability to conduct oneself in a highly professional manner.
- Commitment to providing exceptional service to NELA members and the public.
- Flexibility and willingness to take the initiative on a variety of projects.

The National Employment Lawyers Association is an equal employment opportunity employer.