



**EXECUTIVE ASSISTANT  
LOCATED IN AUSTIN, TEXAS**

The Texas Criminal Justice Coalition (TCJC) is a non-profit, non-partisan policy reform and advocacy organization. We provide research and other resources to policy-makers, stakeholders, key organizations, and community members to promote responsible and fair juvenile and criminal justice policies in Texas.

TCJC is seeking an Executive Assistant to support the day-to-day administration and operations of the organization. The Executive Assistant is responsible for ensuring a smooth, efficient, and consistent office environment, providing reliable and accurate support for management functions, and assisting program staff with administrative needs.

The Executive Assistant will be responsible for ensuring the timely completion of general office duties including: receiving visitors, answering and directing calls, responding to community assistance requests, processing mail, preparing expense and deposit logs, coordinating staff travel, providing basic technical and operational support to staff, supporting document production, communicating with office vendors, supporting communications with partners, maintaining key contact lists, coordinating group calendar invites, assisting with meeting and event preparations, coordinating conference calls, taking meeting notes and minutes, maintaining organizational files, collecting and tracking time sheets, assisting with personnel onboarding, managing server and organizational databases, assisting with basic website updates and social media communications, ordering office supplies, managing office space, and providing other organizational and project support as needed.

**QUALIFICATIONS:**

Applicant must work well in a collaborative environment and have a commitment to justice reform that is consistent with the mission of TCJC. Qualified applicants will have a minimum of three years of strong administrative assistant experience. A general understanding of Texas' juvenile and adult criminal justice systems would be beneficial, and bilingual English/Spanish would be preferred. Additionally, qualified applicants will have the following characteristics:

- A professional and personable demeanor in representing TCJC in all aspects of front-line contacts with a diverse range of stakeholders, including legislators and legislative staff, agency representatives, justice practitioners, organizational partners and vendors, media, funders and donors, and the community.
- A high level of reliability and punctuality are expected to ensure regular office operations.
- Strong written and verbal communication skills necessary to convey information effectively and accurately, in person, over the phone, or by email.

- Exceptional organizational skills, including strong time management and attention to detail to ensure tasks are completed thoroughly and consistently.
- A strong ability to anticipate and plan as needed to successfully accomplish core responsibilities, while also incorporating unexpected priorities.
- Strong inter-personal skills to coordinate and communicate with diverse personalities, and a keen ability to effectively manage requests from multiple staff.
- A high level of proficiency in Microsoft Outlook, Word, Excel, and PowerPoint to efficiently accomplish the duties of the position, and the ability to be the go-to resource for staff in using these and other standard office programs.
- Strong skills in the use of office equipment, including multi-function printers (programming jobs, emails, color settings), IP phones (programming settings, conferencing, using Polycom), projectors (connecting and training staff on use), etc.
- Experience in using common social media programs and a basic knowledge of website maintenance.
- An ability to problem solve efficiently and independently in a variety of circumstances, recognizing when and how to redirect to others as needed for resolution.
- A proactive and mindful approach to independently address the needs of the organization, and enthusiasm for even the smallest tasks to ensure smooth, reliable office operations.
- Reliable transportation is required to run local office errands as needed. TCJC will reimburse for fuel/mileage.
- A general understanding of Texas' justice system processes, essential to efficiently direct community members or other interested individuals to external resources as needed.

**COMPENSATION:**

TCJC will provide an hourly rate commensurate with experience. TCJC offers health insurance, dental insurance, life insurance, long-term disability insurance, and benefit time, including vacation time, sick time, personal time, and holidays.

**APPLICATION:**

Interested persons should send a cover letter and résumé by email to [jobs@TexasCJC.org](mailto:jobs@TexasCJC.org). Please note "Executive Assistant" in the subject line.

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*The Texas Criminal Justice Coalition is an Equal Opportunity Employer. All qualified applicants will be considered based on individual qualifications, without unlawful discrimination based on race, color, creed, national origin, sex, sexual orientation, age, disability, familial status, military status, or any other protected class. We value diverse life experiences, including prior justice system involvement.*