

**Job Description
Executive Administrator**

Department:	Administration
Supervisor:	Deputy Director
Classification:	Full-Time Exempt
Supervisory Position:	No

This is a confidential position not covered by the collective bargaining agreement.

Position Overview:

The Executive Administrator must be an organized self-starter that skillfully prioritizes and artfully juggles multiple demands with sound judgement and attention to detail. They must be resourceful, timely and proactively anticipate needs within a fast-paced environment.

In addition to ensuring the smooth daily functioning of the ACLU of Kentucky office, the Executive Administrator must prioritize management of all organizational accounts. They will administer employee benefits, coordinate information technology systems, and manage the organization's facilities.

The Executive Administrator will provide administrative support for Executive leadership. A high level of discretion is required as this position routinely deals with highly confidential and sensitive information and a diverse group of external parties, as well as internal contacts at all levels of the organization.

Primary Responsibilities/Essential Duties:

Accounts Management:

- Ensure timely payment of invoices; prepare invoices weekly for contracted financial management support.
- Work with contracted financial management support and development staff to ensure monthly reconciliations between bookkeeping and database systems.
- Work with contracted financial management support to ensure timely completion of reports, audits, and forms for the National ACLU and State of Kentucky.
- Process mail.
- Track and organize contracts.

Executive/Board Support:

- Schedule and confirm administrative appointments, meetings and travel for Executive leadership.
- Coordinate staff and board out-of-state travel and logistics, staff attendance at community events.
- Provide support for Board-related activities, including meetings and training, that customarily take place after business hours.
- Administer and maintain online board management platform.

Human Resources:

- Manage employee payroll in coordination with contracted financial management support.
- Maintain personnel files.
- Administer and oversee benefits, including but not limited to dental and health insurance, pension, 401(k), and pre-tax withholdings.
- Support onboarding of new employees in coordination with Deputy Director and Department Directors.

Information Technology:

- Oversee and ensure smooth operation of affiliate-wide systems, including coordinating a consolidated IT environment with our national organization and local vendors.
- Administration of computers, phones, servers, and all IT-related matters on-site.
- Ensure department-owned IT is aligned with affiliate-wide systems.
- Coordinate any third parties to which HR, IT, and Ops have been outsourced.
- Help investigate new software and technology solutions.

Facilities:

- Contact building management and vendors for maintenance requests; oversee repairs.
- Maintain general cleanliness and appearance of office, including collaboration with building janitorial services.
- Manage and oversee office security with support from external vendor.

Office Management:

- Answer phones; responding to general inquiries, and directing mail, phone and email messages to the appropriate staff person.
- Purchase/maintain office equipment and supplies; maintain and organize inventory.

- Manage file storage and archiving procedures and ensure compliance with records retention and confidentiality guidelines.
- Maintain all office equipment and systems (including, but not limited to phones, copiers, etc.). Contact and interface with vendors and customer service for repairs as needed.

Other duties as assigned.

Competencies:

- Familiarity with the organization and its needs, sufficient to know when and who in the organization should be involved in addressing organizational challenges.
- Critical Thinking: Able to develop and implement procedures and rules regarding routine workflows.
- Judgment and Problem-Solving: Uses sound judgment to prioritize work, identify issues, recommend solutions, and exercise discretion in handling sensitive matters.
- Coordination of people, teams, projects, as needed, to support Executive leadership.

Qualifications:

- Ability to think proactively, anticipate problems, analyze situations, develop effective solutions, and take initiative to facilitate smooth organizational operations.
- Excellent interpersonal skills and the ability to represent the organization to the public as well as interface with all levels of staff and volunteers while maintaining tact, diplomacy and confidentiality.
- Experience exercising discretion and confidentiality with sensitive information.
- Experience in coordinating and organizing logistics and travel arrangements, meetings, events, and training.
- Ability to multi-task, prioritize, stay organized, and complete assignments under deadlines.
- Ability to work as a team member as well as independently.
- Understanding of, and commitment to, the ACLU mission.
- A personal approach that values the individual and respects differences of race, ethnicity, age, gender, sexual orientation, religion, ability and socio-economic circumstance, and able to work with diverse individuals within the organization and broader community.

Compensation

The annual salary for this position will be \$62,000.

We understand how vital our work is and at the same time understand the toll engaged activism can take. Our goal is to retain staff, and we believe that having a robust benefit offering is vital in meeting that goal. Our benefits include paid vacation in addition to 20 office holidays, a monthly All-Staff Day of Rest, and four floating holidays scheduled at the employee's discretion; paid sick leave, fully employer-paid medical, vision and dental insurance for staff members, life and long-term disability insurance; 401(k) plan with employer match; and FSA Healthcare savings plan options.

How to apply:

To apply, please send the following to admin@aclu-ky.org (All attachments should be in .doc or .pdf format):

- Letter of interest/cover letter answering the following questions:
 - Why do you want to engage in this work through the ACLU of Kentucky?
 - What makes you uniquely qualified to effectively support this work?
 - What is a relevant professional success story you want to highlight?
- CV/Resume
- Three professional references (relationship, email address, and phone numbers)

If you require reasonable accommodation to this application, please email admin@aclu-ky.org.