



NAPW JOB ANNOUNCEMENT

JOB TITLE:	Executive Office Administrator
JOB TYPE:	Full-Time; Regular; Confidential; Exempt
JOB LOCATION:	New York City (Office-based position)
COMPENSATION:	Competitive salary; Generous benefits

National Advocates for Pregnant Women (NAPW) seeks to protect the rights and human dignity of all people, focusing on pregnant and parenting women and those who are most likely to be targeted for state control and punishment, including low income women, women of color, and drug-using women. NAPW works to ensure that women do not lose their constitutional and human rights as a result of pregnancy; that addiction and other health and welfare problems they face during pregnancy are addressed as health issues, not as crimes; that families are not needlessly separated based on medical misinformation; and that pregnant and parenting women have access to a full range of reproductive health services, as well as non-punitive drug treatment services. NAPW uses the lessons learned from the experiences of these women to find more effective ways of advancing reproductive and human rights for all women and families.

Our work encompasses litigation, litigation support, and legal advocacy; local and national organizing; and public policy development, public education, and outreach. Two principles guide all NAPW activities: (1) to build bridges and align agendas across diverse public health and social justice movements, and (2) to leverage and connect local organizing and activism with national advocacy and policy work.

To that end, NAPW is actively involved in ongoing court challenges to punitive reproductive health and drug policies and provides litigation support in cases across the country. NAPW engages in local and national organizing and public education efforts among the diverse communities that are stakeholders in these issues, including the women and families directly affected by punitive policies, as well as public health and policy leaders.

Position Description

NAPW seeks an experienced **Executive Office Administrator (EOA)**. Reporting to the Executive Director (ED) and the Deputy Director of Operations (DEP), the Executive Office Administrator is the first point of contact for all staff and guests, and is responsible for providing comprehensive, high-level, confidential administrative support to the ED, Senior Management Team (SMT), and the Board. The EOA will also be responsible for the administrative and organizational management of the office.

The EOA will be experienced in quickly handling with little to no guidance, a wide range of administrative and executive support-related complex tasks and projects. S/He will be exceedingly well organized and flexible, and will enjoy the administrative challenges of supporting a small office of diverse people. S/He will possess the ability to prioritize and react with appropriate urgency to situations that require a quick turnaround, and take effective action without having to know the total picture.

The best candidate is someone who is both committed to the mission of NAPW and enjoys systems and administration. This role is an excellent opportunity for an individual seeking to demonstrate expertise in operations, project management, executive management, administrative generalist experience, and leadership skills and to learn about all aspects of the work and operation of a leading national non-profit legal advocacy organization.

Responsibilities include (but are not limited to):

Executive Office Administrative Support

- Provide comprehensive confidential administrative and clerical support to the Executive Director, and as needed to the Board of Directors and Senior Management Team;
- Manage the ED's active, complex calendar and schedule; Prepare ED for meetings, ensuring s/he has all needed materials and information;

- Assist ED with communications, including opening, reviewing, and prioritizing mail; Answer, route, make and return phone calls and email messages on the ED's behalf, and drafting, for approval, correspondence (that may contain confidential information) to staff, organizational partners and other stakeholders;
- Coordinate meetings; Create and submit expense reports;
- Arrange all travel and logistics, create detailed itineraries and agendas;
- In coordination with the Operations and Communications staff, assist with the preparation and maintenance of fundraising and communications materials.

Administration and Operations

- Responsible for all daily office functions: Opening (10:00a) and Closing (6:00p) of office; Professionally greet, assist and/or direct guests; provide primary phone coverage (first to answer all incoming calls, ability to screen calls, escalate calls as appropriate, take and deliver messages);
- Provide support to staff on IT issues, and where necessary resolve problems with the help of the IT service provider;
- Train all new staff, volunteers, and interns in the operation of the telephone system as part of the New-Hire Orientation process, and take a pro-active approach to ensuring existing staff are properly trained; manage updates to phone directory; troubleshoot phone issues;
- Manage Staff Calendar. This includes recording staff PTO days, holidays, visitors, other activities and events, staff recognition days (e.g., anniversaries and birthdays), and coordinate subsequent celebrations as directed;
- Assist the Bookkeeper and Consulting CHRO with various confidential payroll and human resources functions: filing; serving as back-up to Bookkeeper for payroll processing; creating Check Requests; scheduling interviews; managing time-off requests and reporting.

Development Support & Database Management:

- Update and maintain constituent records in contact database;
- Serve as backup for creation of Acknowledgement Letters, mailings, etc. (as directed);
- Process monthly online donation reports as directed;
- Assist with end-of-year and other regularly scheduled fund-raising activities, donor events, and campaigns;
- Coordinate with 4D Developer for maintenance and other needs.

Meetings and Events management:

- Prepare meeting agendas and take Minutes/Notes for meetings as directed;
- Provide logistical support for meetings held at NAPW (or offsite when directed). This includes booking and set-up of meeting and conference rooms, arrangement of refreshments and catering provisions, post-meeting room recovery;
- Managing creation and delivery of all needed materials and sign-up sheets; Set-up equipment as needed for meetings (Video & Web Conference, Polycom, projection), etc.

Coordination of Travel:

- Manage and implement every aspect of travel arrangements for **all** staff, Board members, clients, and external business partners;
- Creation and updating of Traveler Profiles; ticket processing, confirming reservations, creation and distribution of travel itineraries, complete conference/meeting registrations, maintaining business travel records and files, providing any equipment and materials needed for travel, and providing solutions to travel related problems as needed;
- Collect and review all invoices, receipts, and statements for accuracy; confirm assignment of correct Accounting Codes; Perform regular, timely reconciliation of credit card statements;
- Manage multiple travel loyalty programs and benefits for team, seek out new opportunities when needed;
- Follows and enforces NAPW travel policy guidelines and identify improvements.

Office Services:

- Prepare outgoing mail and packages, schedule outside service pick-ups and deliveries - USPS, UPS, FedEx, couriers, etc.; Sort, date stamp, and distribute incoming mail and package deliveries as per NAPW mail distribution guidelines;
- Keep Reception, office common areas, and storage room tidy and organized at all times;
- Serve as liaison with various vendors providing maintenance, security, and other occupancy services. Oversee the preparation, analysis, and negotiation of contracts related to purchasing materials, supplies, products, or services;

- Manage inventory of all office supplies (including snacks and refreshments) and replenish regularly; Create and manage an Office Supply Inventory Tracking System;
- Ensure ALL office equipment is fully-operational at all times; Troubleshoot equipment for service issues and contact technicians for repairs whenever required; Arrange regularly-scheduled maintenance.

Office Security & Safety:

- Serve as the liaison between all internal employees and building Security/management/vendors;
- Utilize WorkSpeed Request System to notify Building Security about scheduled visitors to NAPW and requests for repairs and furniture moves;
- Provide administrative and general support to the Deputy Director in ensuring compliance with Health & Safety Regulations. This includes serving as NAPW Fire Warden/Safety Officer.

The ideal candidate will possess the following minimum qualifications:

- BA/BS degree;
- 5-10 years of experience in progressively increasing levels of administrative support roles, with no less than 3 of those years supporting C-Suite (Executive Director, CEO, CFO, CHRO, President, Vice President, etc), preferably in a nonprofit organization;
- Previous meeting coordination experience; experience coordinating domestic and international travel; excellent oral and written communication skills; ability to multi-task and prioritize; maturity, and the ability to handle sensitive and confidential information with discretion; strong people skills; flexible; proactive; efficient; possess the highest level of organizational and project management skills with excellent attention to detail;
- Ability to partner with the Executive Director to understand nuances, appropriate protocol and specific preferences, and execute at the level of support required/expected; ability to follow complex written and verbal instruction;
- Ability to step into an active role immediately; proven ability to work independently and make sound judgments on a day-to-day basis regarding assigned and ad hoc duties with very limited or absence of direction;
- Ability to discern and communicate with the highest level of tact and diplomacy, both verbally and in writing to people from diverse cultures and backgrounds;
- Impeccable integrity, judgment, a balance of humor and diligence, humility and mission-driven ambition;
- Advanced-level proficiency with solid, measurable experience in Mac OS platform HRIS; Payroll Processing, Development/Donor management applications (e.g. QuickBooks, ADP-Run, PeopleSoft, Network for Good, Raiser’s Edge, 4D);
- Advanced-level proficiency with solid, measurable experience in a variety of Mac OS computer software applications, social media platforms, and databases (e.g. MS Office Suite, Zoom, Google Hangout, Skype, InstaGram, Twitter, Facebook, LinkedIn, YouTube, WestLaw).

THIS IS AN IMMEDIATE HIRE. APPLICATION DEADLINE: FEBRUARY 14TH, 2018

REQUIRED SUBMISSIONS (MUST INCLUDE ALL ITEMS LISTED BELOW):

1. Cover Letter which **must** include **all** of the following elements:
 - a) Your personal & professional motivation for seeking this position.
 - b) A discussion of what makes you the ideal/best candidate for this position.
 - c) Salary Requirement.
 - d) Indicate where you found this Job Announcement.
2. Resumé
3. Complete contact information for **three** (3) professional references

INSTRUCTIONS: NO PHONE CALLS OR FAXES PLEASE.

All submissions must be sent **VIA EMAIL ONLY** To: **NAPWjobs@AdvocatesForPregnantWomen.org**

SUBJECT: ATTN: Human Resources – NAPW Executive Office Administrator (January 2018)

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