



**AMERICAN CIVIL LIBERTIES UNION  
OF SAN DIEGO & IMPERIAL COUNTIES  
~ Job Announcement ~  
EXECUTIVE ASSISTANT**

The American Civil Liberties Union of San Diego & Imperial Counties (ACLU) seeks a full-time, dynamic team-player to be its Executive Assistant.

The ACLU of San Diego & Imperial Counties promotes and defends civil rights and civil liberties, including First Amendment rights, Equal Protection, Privacy, and Due Process, in San Diego & Imperial Counties through legal, legislative, and public education programs. Located in beautiful San Diego, the ACLU affiliate has eleven staff members, nineteen board members, 8,000 members, an annual budget of \$1,200,000, and a \$1.45 million endowment.

**Position Overview and Functions:**

The successful candidate will perform general and executive office administrative duties under the supervision of the Executive Director and in cooperation with other staff and the Board of Directors.

**Specific duties and responsibilities include:**

- Perform general office duties, including distributing mail, front office reception, answering phones and directing calls, monitoring and ordering supplies, copying, and filing.
- Manage and troubleshoot office systems and machines, including telephone, voicemail, and information technology. Contact and interface with vendors, customer service, and IT support as necessary.
- Special research projects as assigned by Executive Director.
- Maintain professional, orderly working environment in common areas.
- Schedule and confirm appointments; maintain calendar and address book for the Executive Director; assist Executive Director while traveling for out-of-office meetings.
- Organize staff, board, and committee meetings, at direction of Executive Director, including set up; ordering food and preparation of materials for meetings.
- Plan and organize events with other staff.
- Respond to member inquiries; draft correspondence to members.
- Perform other duties as needed or assigned by Executive Director.

**Qualifications:**

- Commitment to and knowledge of civil liberties. Familiarity with work and mission of ACLU.
- Bachelor's degree and/or two years clerical/administrative experience preferred.
- Proven attention to detail, ability to manage multiple tasks and finish projects within deadlines.
- Excellent organizational, oral, written, and interpersonal skills.
- Highly self-motivated, organized, and adaptable.
- Experience working with computer programs, such as Word, Outlook, Excel, PowerPoint and Publisher.
- Ability to work with diverse communities. Spanish speaker preferred.

**Compensation:** \$17 per hour. Excellent benefits.

**To apply:** Applicants should submit a résumé with references and a cover letter describing, in particular, the applicant's interest in working for the ACLU and his or her qualifications for the position described above. The deadline for applications is July 20, but the position will be kept open until filled. Contact [jobs@aclusandiego.org](mailto:jobs@aclusandiego.org) with questions.

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[jobs@aclusandiego.org](mailto:jobs@aclusandiego.org)

**The ACLU is an equal opportunity/affirmative action employer and encourages applications from women, people of color, persons with disabilities, and lesbian, gay, bisexual, and transgender individuals.**

The ACLU based in San Diego comprises two separate corporate entities, the American Civil Liberties Union of San Diego and Imperial Counties and the ACLU Foundation of San Diego and Imperial Counties. Both organizations have the same overall mission and share office space and employees. The ACLU has two separate corporate entities in order to do a broad range of work to protect civil liberties. This job posting refers collectively to the two organizations under the name "ACLU."