



NATIONAL LAWYERS GUILD-MASS CHAPTER

Administrative Coordinator Part-Time (15 hrs/week)

NLG–Massachusetts Chapter is a progressive bar association of over 200 lawyers, legal workers, and law students dedicated to working for political, social, racial, gender, and economic justice. The Chapter serves to function as an “effective political and social force in the service of people, to the end that human rights shall be regarded as more sacred than property interests.”

The Chapter, a non–profit entity, has a small two–person office. The Administrative Coordinator reports to and works at the direction of the Executive Director to maintain administrative aspects of the office and to ensure impactful communications with the NLG–Mass Chapter members and allies.

Details of Employment

Wages: \$25/hour

Work Hours: 15/week (weekdays between 10am–5pm; exact hours to be negotiated)

Benefits: Include vacation and sick days, health insurance

This is a union position (NOLSW/UAW 2320).

Details of Hiring

Deadline for applications: Friday, April 19, 2024

Starting date: Monday, May 20, 2024

**NLG-Mass Chapter is an equal opportunity employer.
Women, persons of color, persons with disabilities, and LGBTQ+ persons
are strongly encouraged to apply.**

Responsibilities

Coordinate and complete all office management/administrative tasks, including:

- Membership & donors administration (update and maintain database, do billing)
- Work on membership development & growth
- Answer phone calls and mail inquiries
- Office management (maintain office equipment and supplies)
- Fundraising (research potential funders; assist with grant proposals; assist with all special events, including Annual Dinner)
- Newsletter production – 6 times a year (help solicit and edit articles, publish on social media)
- Conduct correspondence with prisoners.

Maintain and update NLG social media, including website:

- Update, organize & maintain listservs, Google Drive, Dropbox

Qualifications/Requirements

Possess the following:

- Commitment to progressive politics and NLG Mission
- At least one year administrative experience preferred
- Strong computer skills REQUIRED
- Experience in WordPress, webpage design & hosting
- Organized! Self-motivated, detail-oriented, with good communication and writing skills
- Must be able to multi-task and to work independently
- Organized! Self-motivated, with good interpersonal skills.

Application Process

E–mail to Urszula Masny–Latos (nlgmass–director@riseup.net) AS ONE DOCUMENT:

- Letter of Interest
- Resume
- List of references.

617–227–7335 • nlgmass-director@riseup.net