

ACS EXECUTIVE ASSISTANT JOB DESCRIPTION

The American Constitution Society (ACS) believes that our laws and legal systems should be forces to improve and protect the lives of all people. ACS works for progressive legal reform by shaping debate on our most pressing legal and constitutional challenges; with our nationwide network of lawyers, law students, judges, scholars, activists, and policymakers dedicated to those ideas; and by countering the activist conservative legal movement that has sought to erode our enduring constitutional values and rights.

RESPONSIBILITIES

ACS is hiring a full time Executive Assistant.

The ACS Executive Assistant works with the Executive Vice President (EVP), Director of Network Advancement, and Chapters Team to perform a wide variety of tasks including, but not limited to:

- Managing the EVP's timekeeping, scheduling and travel needs
- Corresponding with members of the ACS network
- Working closely with the EVP on a variety of short- and long-term projects to strengthen the ACS network
- Working directly with the chapters network
- Assisting in the management of ACS's Continuing Legal Education (CLE) applications and records
- Creating and staffing internal and external meetings, including video meetings
- Updating and maintaining ACS's database of contacts in Salesforce
- Other duties as assigned

ACS's national office is located in Washington, DC. The Executive Assistant may work hybrid in-office/remotely if they live in the Washington metropolitan area or remotely if they live outside that area with the expectation of occasional travel to Washington, DC when necessary.

QUALIFICATIONS

- A commitment to work a one-year minimum term
- Proficient with Microsoft Office, especially Microsoft Excel
- Salesforce experience is a plus
- A strong commitment to ACS's mission
- Self-motivation/ability to work independently
- Ability to manage a number of diverse projects and budget time accordingly
- Excellent interpersonal skills
- Excellent organizational skills with attention to detail
- Excellent written and oral communication skills
- A keen sense of discretion



- ACS requires COVID-19 vaccination of all employees that perform in-person job duties.
- A Bachelor's Degree is preferred, but not required

BENEFITS

- Non-negotiable salary of \$45,000.
- Generous health, vision, dental, life insurance.
- Paid holiday, vacation, and sick leave.

HOW TO APPLY

Those wishing to apply should submit a résumé and cover letter (each as a PDF) to Morgan Washburn, HR Manager, at jobs@acslaw.org. Please include "ACS Executive Assistant Candidate" in the subject line.

ACS values a diverse workforce and an inclusive culture. ACS encourages applications from all qualified individuals without regard to race, color, religion, gender, sexual orientation, gender identity or expression, age, national origin, marital status, citizenship, disability, and veteran status. Returning citizens are encouraged to apply.