

ACS ADMINISTRATION ASSOCIATE 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 Administration Associate. The ACS Administration Associate will work with the Administration Senior Associate, Assistant Director of Administration and Director of Finance to perform a wide variety of tasks including, but not limited to:

- Providing administrative support across all ACS departments, with a particular focus on supporting the Administration department
- Working on a cross-departmental team responsible for maintaining ACS's Salesforce database
- Preparing Continuing Legal Education (CLE) documentation for ACS-hosted events
- Providing staff support at ACS events held in Washington, DC
- Creating and maintaining an ongoing and organized record of donations received
- Coordinating with other departments regarding basic finance operations
- Serving as initial point of contact for lawyers, judges, professors, and other members of the public contacting the organization via email or voicemail
- Assisting with vendors and payment processes
- Maintaining department files
- Processing incoming mail
- Other duties as assigned

The Administration Associate will also work cross-departmentally on projects within ACS and will have the opportunity to become familiar with the wide variety of programs and initiatives that ACS is involved with. These may include ACS chapter events, the [Class Cancellation](#) project, and ACS's [Path to the Bench](#) program, among others.

On occasion, evening work will be required for specific events or to meet specific project deadlines. Weekend work is limited to major conferences once or twice per year.

This is a hybrid position located in Washington, DC that requires some in-person work at ACS's national office. Applicants should be located in, or be willing to relocate to, the Washington, DC area.

QUALIFICATIONS

- Bachelor's Degree preferred, or equivalent combination of education and experience
- 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 several diverse projects and budget time accordingly
- Excellent interpersonal skills
- Excellent organizational skills with attention to detail
- Excellent written and oral communication skills
- ACS requires proof of full COVID-19 vaccination of all employees that perform in-person job duties.

SALARY AND BENEFITS

- Non-negotiable salary of \$45,000.
- Generous health, vision, dental, and life insurance.
- Paid holiday, vacation, and sick leave.
- 403(b) plan, with potential employer match available after 1 year of employment with ACS.
- Gym available in the office building at no cost to ACS employees.

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 Administration Associate 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.