

JOB ANNOUNCEMENT

RELEASE DATE: March 10, 2015

POSITION: Director of Administration

The mission of Equal Justice Works is to create a just society by mobilizing the next generation of lawyers committed to equal justice. Equal Justice Works is a recognized leader in the public interest law movement. Please go to www.equaljusticeworks.org to learn more about Equal Justice Works.

**GENERAL JOB
DESCRIPTION:**

Equal Justice Works seeks a Director of Administration to guide and manage the overall provision of Human Resources services, policies, and programs for the entire organization. The Director of Administration will also be the lead on human resources practices and objectives that will provide an employee-oriented, high performance culture that emphasizes empowerment, quality, productivity and standards, goal attainment, and the recruitment and ongoing development of a superior workforce. The Director of Administration coordinates implementation of services, policies, and programs; reports to the Chief Operating Officer and serves on the leadership team; and assists and advises organization managers about human resources issues.

- Recruits, selects and supervises operations and administrative staff.
- Partners with Finance function to determine and prepare appropriate budgets for the organization's administration and reviews budgets through the year to ensure fiscal responsibility and best practices.
- Oversees the accounts payable process – noting appropriate department cost center.
- Administers, oversees, ensures compliance with, and holds all parties accountable for satisfaction of contracts between Equal Justice Works, and external consultants, contractors, and vendors.
- Reports appropriate administrative news to staff through staff meetings, email, or other written contact.
- Manages, coordinates and integrates all information technology functions of the organization in conjunction with the Chief Operating Officer and outside consultants and contractors.
- Recommends technology solutions to increase efficiency and effectiveness of the organization.
- Manages the organization's facilities (two office suites) ensuring a high standard of quality for employee in the coordination,

maintenance and allocation of office space.

- Directs and manages all human resources functions and processes of the organization, under the direction of the Chief Operating Officer.
- Conducts regular briefings for staff on benefits and human resources services.
- Maintains the employee handbook, administers new hire orientation and training process, and exit process for departing employees.
- Manages employee recognition and professional development programs.
- Directs and manages recruitment process to fill all vacancies.
- Maintains compliance data on employees, staffing changes, and workforce generally, including preparing periodic reports and updates for management and Board.
- Develops and implements organizational model for interns and volunteers.

Candidate Qualifications:

- Bachelor's degree and at least 10 years of relevant work experience in office management and/or administration, including Human Resources and Information Technology.
- Strong computer and database skills and office systems experience.
- Strong oral and written skills.
- Proven ability to effectively manage multiple projects and priorities and achieve results.
- Demonstrated ability to motivate and lead a team and develop talent.
- Drive and discipline to achieve results.

**SALARY AND
BENEFITS:**

Salary for the Director of Administration is commensurate with experience. Equal Justice Works offers a comprehensive and generous benefits package. Please send your completed application, which should include a letter of interest, CV/resume and a minimum of five references from a combination of direct supervisors and direct reports in response to the requirements of the position. Applications should be submitted via-email to humanresources@equaljusticeworks.org. No phone calls will be accepted.