



## **Operations and Administration Coordinator**

The Lawyers' Committee for Civil Rights Under Law is one of the nation's leading national racial justice legal organizations. Formed in 1963 at the request of President John F. Kennedy, the Lawyers' Committee uses legal advocacy to achieve racial justice, fighting inside and outside the courts to ensure that Black people and other people of color have the voice, opportunity, and power to make the promises of our democracy real.

### **Job Summary:**

The Operations and Administration Coordinator provides direct administrative, logistical, and project management support to the Operations and Administration Team, including the Director of Operations and Administration, and the Interim COO. This includes providing backup support for facilities operations.

This is a full-time, exempt position based in Washington, DC. The Operations and Administration Coordinator will work under the supervision of the Director Of Operations and Administration. The position requires a high degree of collaboration across functional areas.

### **Specific Duties and Responsibilities:**

Essential responsibilities of this position include but are not limited to the following:

#### Administrative Processes and Systems

- Update and organize corporate business registration files, and facilitate tracking and filing of same.
- Coordinate the updating and management of internal resources and lists, such as Outlook and Office 365 lists.
- Provide project management and analysis support, as appropriate, for initiatives led by the Operations team.

#### Office Environment and Facility Management

- Coordinate and troubleshoot process for office and workstation assignment and allocation, including use of “hoteling” spaces. Support staff and others using the Envoy system.
- Manage supply accounts, and coordinate supplies. Maintain inventory of office supplies, including managing tracking needs and ordering supplies.
- Provide back-up support for onsite mail-processing and packages.
- As needed, support the tracking and reporting on LCCRUL equipment.
- Procurement, Contracting, and Vendor Management
- Track RFPs issued, and support processes for RFPs.
- Facilitate LCCRUL’s contracts review process, including creating and proofing documents from templates, routing based on contents, maintaining records, and ensuring materials are forwarded for processing and payment.
- Facilitate and provide administrative support for vendor relationships including Software As A Service (SaaS) relationships and, as needed, identify possible new vendors to strengthen efficiency and to enhance the quality of staff’s work experience and impact.
- In coordination with IT, track licenses and implementation of software.

#### Miscellaneous

- Other duties as assigned.

#### **Minimum Requirements and Competencies:**

- Deep commitment to the advancement of racial justice and civil rights;
- Proficiency in MS Word, MS Outlook, Excel, PowerPoint, MS Office 365 applications.
- High degree of skill with current office technology, including SaaS;
- Strong interpersonal skills with demonstrated collaborative, problem-solving orientation.
- Efficiency, thoroughness and attention to detail, along with strong organizational and administrative abilities.
- Clear, strong written and interpersonal communication skills.
- Demonstrated ability to handle sensitive situations and high degree of respect for confidentiality of organizational records and materials.
- Experience in an administrative capacity for a senior executive, preferably at a non-profit organization, strongly preferred

**To Apply:** Please submit a cover letter and resume, including graduation completion dates, to <https://podio.com/webforms/27779301/2167899P>.

No calls will be accepted. The position will remain open until filled, and applications will be reviewed on a rolling basis. Salary and benefits are competitive for a nonprofit legal organization. Staff Benefits include Employer Sponsored (Medical, Dental, and Group Life & AD&D); Voluntary Benefits (Vision Insurance, Short-Term Disability, Long-Term Disability, and Supplemental Life) coverage; the opportunity to participate in the 403(b) Retirement Plan; Voluntary Flexible Spending (Medical and Dependent Care) and Stipends (Cell Phone and Commuter/Parking Benefits); 12 paid Holidays; and Vacation/Sick days.

**Commitment to Diversity and Inclusion:** The Lawyers' Committee embraces diversity and inclusion in our workplace. We strongly encourage candidates of color and candidates from underrepresented communities to apply. The Lawyers' Committee does not discriminate on the basis of actual or perceived race, religion, color, national origin, ancestry, disability, medical condition, marital status, sex, age, sexual orientation, gender identity or expression, family responsibility, personal appearance, genetic information, matriculation, political affiliation, or any other status protected under law.

**Accessibility Assistance:** Although calls will not be accepted regarding questions about the position, if you are an individual with a disability and need assistance completing the online application, please call 202-662-8600 and ask for an applicant accommodation; send an email with the subject line "Applicant Accommodation" to [accommodation@lawyerscommittee.org](mailto:accommodation@lawyerscommittee.org).