

# National Police Accountability Project

A Project of the National Lawyers Guild

## Office Coordinator

**Position summary:** The Office Coordinator works under the supervision of the Executive Director and with other staff to ensure smooth and efficient operations to advance NPAP's mission. This is a skilled and responsible administrative position requiring attention to detail and communication skills working in a small, non-profit environment. *This is a union position.*

### Organizational Background:

The National Police Accountability Project is a national membership organization of lawyers, legal workers, and advocates dedicated to protecting the human and civil rights of individuals in their encounters with law enforcement and detention facility personnel. The central mission of NPAP is to promote the accountability of law enforcement officers and their employers for violations of the Constitution and the laws of the United States.

**Reporting to:** Executive Director

**Job classification:** Full time (35 hours per week). This is a non-exempt, union (National Organization of Legal Services Workers (NOLSW), UAW Local 2320, AFL-CIO) position.

**Location:** New Orleans, LA

**Salary:** \$25.00/hour

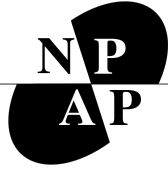
### Benefits include:

- Fully paid health, dental, and disability insurance;
- 401k employer match;
- 4 weeks of paid vacation;
- 13 paid holidays;
- Sick days and personal days.

### Job duties:

#### *Administrative:*

- Maintain and develop the administrative functionality of the organization including the member database, website, and listserv.
- Manage NPAP's membership administration including dues processing and membership solicitation:
  - regularly contact lapsed members to invite them to renew their membership;
  - investigate any membership-related inquiries using NPAP's records;
  - regularly invoice members and keep track of due payments.
- Assist members with listserv and database issues.



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- Schedule meetings and conference calls, draft routine correspondence; otherwise assist in the coordination of internal committees as needed.
- Process and distribute incoming and outgoing mail, coordinate maintenance and repair of office equipment; purchase office supplies.
- Complete NPAP business registration filings and track compliance with state and federal lobbying rules.
- Communicate effectively on the phone and in person with NPAP members and the general public.
- Respond in a timely manner to all requests for legal assistance with appropriate referrals and other materials when applicable.
- Process and distribute incoming and outgoing mail.

## *Operations support:*

- Assist in organizing and maintaining organization records in Google Drive and Dropbox.
- Support operations staff in maintaining and updating NPAP website.

## *Educational Programs:*

- Assist Director in organizing the project's educational seminars and workshops, and complete related tasks (including CLE accreditation applications) as assigned.
- Assist Director on-site with seminar registration and other tasks necessary to offer well-organized events.
- Coordinate other events, e.g. webinars, and membership meetings and complete related tasks as assigned.

## *Research, Writing and Editing:*

- Generate/edit NPAP correspondence as requested by Executive Director.

## **Qualifications:**

### *Required:*

- Commitment to NPAP's mission and values.
- One (1) to three (3) years of related experience.
- Proficiency in Microsoft Word, Excel, and Powerpoint as well as Google Drive and Dropbox.
- Excellent communication skills, both oral and written.
- Ability to multitask and prioritize in a dynamic work environment.
- Ability to work independently and as a member of a team.
- Strong attention to detail and ability to work with minimal supervision.
- Ability to develop effective work plans, organize details, set priorities, and meet deadlines.
- Ability to operate and troubleshoot standard office equipment.
- Interest and skill in learning new technologies to facilitate office processes.



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*Preferred:*

- Experience working in Wordpress and Drupal.
- Familiarity with CRMs (Customer Relationship Management systems).
- Experience with database management.
- Any graphic design experience.

Please send a cover letter, resume, and 3 references in a single PDF through the WorkNola website or to [operations.npap@nlg.org](mailto:operations.npap@nlg.org). Include “Office Coordinator” in the subject line of the email. Position open until filled, although applicants are encouraged to apply as early as possible. No phone calls please.

*NPAP is an equal employment opportunity employer. We seek a broad and diverse pool of candidates and strongly believe that our organization benefits from the perspective and talents of a diverse staff.*