

**Position Title: Executive Assistant**

**Position Overview:** The Louis D. Brandeis Center For Human Rights Under Law (“LDB”) is looking for an Executive Assistant to work with the non-profits' three principles.

**Location:** Washington, DC. Telework available within the metropolitan area.

**Hiring Institution:** The Louis D. Brandeis Center for Human Rights Under Law (LDB) is an independent, unaffiliated, nonprofit corporation established to advance the civil and human rights of the Jewish people and promote justice for all. LDB engages in research, education and legal advocacy to combat the resurgence of anti-Semitism on college and university campuses, in the workplace, and elsewhere. It empowers students by training them to understand their legal rights and educates administrators and employers on best practices to combat racism and anti-Semitism.

**Responsibilities:** The Louis D. Brandeis Center For Human Rights Under Law Executive Assistant will work closely with senior management. They would have the following duties and responsibilities:

- Maintain the executives’ calendars, including making appointments and prioritizing sensitive matters.
- Answer phone calls in a polite and professional manner.
- Organize meetings, including scheduling, sending reminders, and organizing catering when necessary.
- Open, distribute, read/handle mail and emails as requested or required.
- Maintains an up-to-date electronic filing system.
- Manage and book all executive air travel, land transport, and accommodation as well as communicating those arrangements with a high level of detail and follow through.

**Qualifications:** The ideal candidate is both approachable and respectful, comfortable with new technology, virtual meeting platforms and scheduling systems; this person should be comfortable taking the initiative when faced with administrative decisions; attention to detail is required. Candidates should also have experience with Microsoft office and other basic presentation and processing systems.

**Compensation:** This is a full-time position with benefits. \$80,000-\$95,000 annual salary

**Travel:** Travel is not required.

**Application Process and Timing:** Applications are reviewed on a rolling basis.

Help us understand why you might be a good fit for LDB and why we might be the right team for you. We suggest including:

- Your resume
- A cover letter addressing your interest and passion for LDB's mission and how your experience relates to the job requirements (no more than 1 page)

*Please send your resume and cover letter to Lynda K. Prior ([lprior@brandeiscenter.com](mailto:lprior@brandeiscenter.com)).*

The Louis D. Brandeis Center, Inc., is an equal opportunity employer.

