Position Description
The Interrupting Criminalization: Research in Action (ICRIA) initiative is looking for an administrative assistant to work part-time to support our work. The Administrative Assistant will work closely with initiative partners Mariame Kaba, Andrea Ritchie and Woods Ervin to manage short- and long-term projects, staff meetings and convenings, provide research support, manage digital communications, and other administrative tasks. The ideal candidate will be a self-starter with meticulous attention to detail, and be able to work both independently and as part of a collaborative team.

Position Responsibilities
• Support coordination and administration of the initiative;
• Manage digital organizing, including monitoring and responding to email, ensuring an active social media presence, creating infographics, and facilitating the creation and maintenance of a new website;
• Support finance operations, particularly the processing, tracking, and documentation of expenses;
• Help to organize ICRIA meetings and convenings, including event planning and coordination tasks such as:
  o Coordination of all logistics related to events including promotion, staffing, partnerships, transportation, interpretation and accessibility, and vendor payments;
  o Working within budget guidelines to identify mission-aligned event vendors and work closely with them to ensure the delivery of high quality products and services;
  o Managing and overseeing day-of execution, including event set-up and tear-down.
• Assist with grant reporting;
• Other duties as required.

Qualifications
The ideal candidate will have the following background and experience:
• Commitment to ICRIA’s mission;
• Excellent analytic and writing skills;
• Proficiency with Microsoft software, Adobe software, Google Suite, social media platforms, and other internet applications required;
• Ability to manage multiple priorities and complete projects on tight deadlines;
• Ability to work independently and as part of a team;
• Outstanding organizational skills;
• Ideal candidate is based in NYC.

Compensation
• This position is part-time for 20 hours a week, compensated at $25/hour.
• This is a 12-month position.
• Applications will be accepted on a rolling basis, with a start date as soon as June 1, 2020.
• This is a CONTRACT position. Unfortunately we are unable to offer health benefits at this time, but hope to be able to do so in the near future.

How to Apply:
All applications must be submitted via email to interruptingcriminalization@gmail.com. No phone calls or snail mail, please.

Please submit:
• A cover letter describing how your experience makes you the best fit for the position;
• Your resume;
• A sample of your work that you feel best reflects your talents.

Thank you for your interest in the position. Only those candidates selected for an interview will be contacted. People of color, queer and trans people, migrants and disabled people are encouraged to apply.