

## CONTRACT POSITION – ADMINISTRATIVE ASSISTANT INTERRUPTING CRIMINALIZATION INITIATIVE

### 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:
  - Coordination of all logistics related to events including promotion, staffing, partnerships, transportation, interpretation and accessibility, and vendor payments;
  - 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;
  - 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](mailto: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.**