



Administrative Specialist

The Equal Rights Center (ERC) is a civil rights organization that identifies and seeks to eliminate unlawful and unfair discrimination in housing, employment, and public accommodations in its home community of Greater Washington, D.C., and nationwide. The ERC's core strategy for identifying unlawful and unfair discrimination is civil rights testing. When the ERC identifies discrimination, it seeks to eliminate it through the use of testing data to educate the public and business community, support policy advocacy, conduct compliance testing and training, and, if necessary, take enforcement action.

ERC is searching for an Administrative Specialist to keep the organization running smoothly—both at the ERC's physical office space and online. The Administrative Specialist will be responsible for a variety of functions related to financial and human resources administration, IT management, and operations support (including facilities management). A successful candidate for this position will be motivated by a passion for getting the details right because they understand that it facilitates our ability to be most effective in achieving our mission. They will also be comfortable working in an environment where formal collaboration occurs primarily online—even though they will be responsible for managing the organization's physical facility.

The Administrative Specialist reports primarily to the Executive Director. They will have support from the ERC's Virtual Assistant but will not be responsible for managing the Virtual Assistant.

This position features core job duties that require regular work in the ERC's office, so a successful candidate must live in or be willing to move to the greater Washington, D.C. region. **This position requires in person work at the ERC's physical office location at least three days a week.**

Specific Duties:

Finances:

- Log checks received.
- Process payables twice per month.
- Monitor bank account throughout the week.
- Assist with grant reporting.
- Participate in annual audit.
- Assist with annual 1099 and 990 filings.

Operations:

- Oversee risk management and compliance activities including:
 - Negotiating and coordinating all organizational insurance policies.
 - Managing compliance with document retention policies, communicating with offsite storage facility, coordinating file inventory transfers to and from off-site storage facility as necessary.
 - Maintaining/obtaining charitable and business licensing registrations.

- Assume primary responsibility for receiving packages and escorting visitors to the office on the ERC's behalf.
- Manage ERC inventory, including:
 - Tech and testing equipment;
 - Office supplies and materials, including postage.
 - Onsite file storage.
- Answer office phone and respond to calls as required.
- Conduct office maintenance, including liaising with building management, selecting vendors for repairs, and overseeing repairs and maintenance.
- Support logistics for onsite meetings, including:
 - Collecting and placing catering orders;
 - Making copies of materials;
 - Escorting visitors from the lobby to ERC's office.
- Serve as primary point of contact with building management.
- Retrieve and distribute all mail and packages.
- Liaise with building security as necessary.
- Support management of the ERC's IT management contract.
- Assist with the revision/development of policies and procedures that relate to this position's work portfolio.

Human Resources:

- Determine recruitment strategy for new hires in consultation with position's direct supervisor; manage implementation of recruitment strategy.
- Manage the administrative functions of the hiring process for all new staff positions, including:
 - Scheduling interviews with candidates and relevant staff members;
 - Coordinating and/or conducting reference checks;
 - Drafting and coordinating signatures on offer letters;
 - Conducting background checks on candidates to whom a conditional offer has been made.
- Project manage new staff onboarding, including:
 - Providing, collecting, and processing all new hire paperwork, including:
 - I-9 document verification and opening/closing cases in e-verify;
 - Onboarding in ADP;
 - Benefits enrollment;
 - Acknowledgement of all ERC policy documents;
 - Setting up Quickbooks Time account;
 - Deploying office keys and security badges for all employees anticipating work in ERC's office.
 - Planning a welcome activity for each new employee.
- Project manage staff offboarding, including:
 - Collecting ERC files, equipment, passwords and keys from outgoing employees;
 - Terminating employee in ADP and Quickbooks Time.
 - Providing COBRA notification and terminating benefits.
 - Ensuring that tech licenses are updated as needed.
 - Coordinating exit interviews.
- Maintain HR files in accordance with best practices and ERC's document retention policy.

- Manage ERC timekeeping software (currently Quickbooks Time).
- Support efforts to strengthen ERC's organizational culture and sense of community amongst staff, including logistics support for staff gatherings.
- Coordinate open enrollment in partnership with the Executive Director on an annual basis. Other duties as assigned.

Qualifications:

The ideal candidate is a team player who is committed to civil rights and fostering a healthy work environment. You approach your work with the understanding that the financial, administrative, and operational health of the ERC is necessary for us to achieve mission impact. Strong candidates may not check off all the boxes below; even if you don't check off all the boxes, we encourage you to apply if this job description is exciting to you:

- Demonstrated commitment to civil rights.
- An Associate's Degree or equivalent professional experience.
- At least three years of work experience in a professional environment.
- Strong project management skills.
- A passion for getting details right.
- Team player who is interested in being a contributing part of an organizational culture that simultaneously prioritizes excellence and work/life balance.
- Strong organizational and time management skills, with ability to manage multiple tasks, exercise sound judgement, and meet high stakes deadlines.
- Highest possible integrity and credibility. Able to maintain confidentiality of sensitive information.
- Tech savvy, quick to adapt and learn new systems. Experience working with Microsoft Office, bill.com, and Salesforce is a plus.
- Comfortable with work in a hybrid in person/virtual setting required.
- Experience with nonprofit management a plus.
- Familiarity with regulatory requirements for small nonprofits operating in the DC region a plus.

Salary and Benefits:

This is a full-time, exempt position. The salary range for this position starts at \$55,000 annually for a full-time (40 hours/week) schedule. However, a final offer will be negotiated based on candidate qualifications and experience. The ERC offers a generous benefits package that includes health insurance (100% employee premium paid, 80% premium paid for employee dependent children), life insurance, paid leave, SIMPLE-IRA plan with matching contributions, and other competitive benefits.

Application Procedure:

Please email a cover letter and resume to employment@equalrightscenter.org using the email subject line "Administrative Specialist". Applications will be reviewed on a rolling basis.