



# TWIN CITIES

# Diversity in Practice

Revised: March 25, 2018

Position: Executive Administrator

Reports To: Executive Director and President of Twin Cities Diversity in Practice

Supervises: No one

## Position Purpose

Provide executive assistance and program support to the Executive Director (ED) of Twin Cities Diversity in Practice (TCDIP), a non-profit association of 50+ legal employer members. TCDIP works with member organizations to attract, recruit, advance and retain attorneys of color in the Twin Cities. [www.diversityinpractice.org](http://www.diversityinpractice.org)

## Essential Functions

- Keep a finger on the pulse of issues that may affect TCDIP and keep the ED updated.
- Prioritize conflicting needs; handle matters expeditiously, proactively, and follow-through on projects to successful completion, often with deadline pressures.
- Read, research and route correspondence.
- Produce reports and other information by collecting, analyzing, transcribing, formatting, inputting, editing, retrieving, copying, and transmitting text, data, and graphics.
- Prepare and reconcile expense reports; ensure timely processing and approvals as appropriate
- Coordinate monthly Board, Executive Committee and other committee meetings including scheduling, reserving conference rooms, ordering meals, assembling board packets, maintaining meeting communications and monthly attendance records.
- Maintain the Executive Director's calendar and travel plans end to end. The ability to prioritize calendars is essential. Work with the ED to keep her well informed of upcoming commitments and responsibilities, following up appropriately.
- Organize electronic and paper files and ensure all documents are accurate.
- Update website and other social networking tools in support of the Program/Marketing Coordinator when needed.
- Maintain organizational filing and retrieval systems, both paper and electronic.
- Attend and provide support at TCDIP events, occasionally in the evening.
- Identify, develop, recommend, and implement solutions to operations process issues and to improve administrative support.
- Maintain professional and technical knowledge by attending educational workshops; reviewing professional publications; establishing personal networks; participating in professional societies.

### Annual Functions

- Prepare and monitor receipt of annual member dues, maintain Excel files of dues for audit.
- Manage bar memberships, CLE tracking and license renewals.
- Assist with annual financial audit

### Must haves

- Ability to communicate clearly with professional staff and attorneys on a frequent basis in an organized manner.
- Strong organizational skills and attention to detail.
- Prioritize and meet deadlines.

### Educational Requirements

Bachelor's, associate's degree or equivalent experience.

### Prior Experience

Mid to senior level executive/administrative experience, program and/or event planning experience. Must have ability to deal to with multiple constituencies, competing interests while being patient and professional. Candidate will be working in a legal environment and with multicultural communities where understanding and appreciating differences is essential to success.

### Special knowledge or skills:

- Typing speed of at least 55 wpm
- Intermediate to advanced skills in Word, Excel, Access and PowerPoint. Additional experience with Cvent and social media tools is preferred.
- Proficiency in web based applications
- Strong oral and written communication skills
- Strong organizational skills.

### Physical demands of the position

In a 7.5-hour work day, this position may require the following:

- Sitting, standing, walking, repetitive movement, lifting/carrying 25 pounds, some pushing/pulling for events.
- In addition to the essential functions outline above, the employee will provide additional assistance and support as directed by the Executive Director.

Please send your resume and cover letter to **info@diversityinpractice.org**. No phone calls please.