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**JOB ANNOUNCEMENT**  
**EXECUTIVE ASSISTANT/OFFICE MANAGER**

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The Mississippi Center for Justice (“MCJ”) seeks a talented Executive Assistant/Office Manager (“EA/OM”) to support the work of the President and CEO (“P/CEO”) and in managing MCJ’s Jackson office.

MCJ is a nonprofit, public interest law firm committed to advancing racial, social, and economic justice statewide. Our lawyers work with community leaders to support their social justice campaigns and to channel the energies of the legal community to combat discrimination and poverty. With offices in Jackson, Biloxi, and Indianola, we seek systemic solutions that support a fair and just criminal justice system for juveniles and adults, protect the rights of consumers, secure access to healthcare, protect voting rights for all, and making fair and affordable housing available for all Mississippians.

**Position Summary**

The Executive Assistant/Office Manager will report to the P/CEO and will provide administrative support to the P/CEO. In addition, the EA/OM will coordinate and implement office administration and procedures, in order to ensure organizational effectiveness and efficiency.

**Job Responsibilities**

This is a full-time, in-person, position, based in Jackson, Mississippi. The EA/OM’s job duties will include:

- Anticipating needs and provide high-level, tailored support to the P/CEO
- Accurate, quick execution of administrative activities with high attention to detail and organization
- Prioritizing and managing multiple priorities and projects with timely follow through
- Managing the P/CEO’s calendar, coordinating meetings and travel, and reconciling expenses, etc.
- Partnering with the P/CEO to build strong relationships with internal stakeholders and external contacts
- Collaborating with other personnel to plan and execute meetings and events such as organization-wide meetings, Board of Director meetings, employee recognition events, holiday parties, and retirement celebrations
- Serving as liaison to the Board of Directors as requested by the P/CEO, including record keeping
- Performing other related duties as assigned, assisting the P/CEO with various development tasks, to include, but not limited to, donor relations and development events
- Preparing letters, memos, forms, and reports according to written or verbal instructions
- Inventorying and ordering needed supplies at the office
- Maintaining accurate and up-to-date files, records, and documentation, including performing periodic audits
- Coordinating with IT regarding technology and the needs of MCJ staff

## Qualifications

- Bachelor's degree preferred
- 5+ years of full-time related work experience
- Proficiency with Microsoft Office, including Excel and PowerPoint; experience with Canva, Adobe, and other graphic software a plus
- Strong analytical, problem-solving, and organizational skills
- Upbeat, highly collaborative, and professional
- Self-motivated and detail-oriented; able to work autonomously with the highest degree of confidentiality
- Aptitude for independent and cooperative decision making, as well as proactive, creative, and strategic thinking and problem solving
- Ability to prioritize daily and long-term projects and responsibilities
- Excellent people and communication skills; able to interact at all levels inside and outside of the organization

## Salary/Benefits

Salary is competitive and dependent on experience. The Mississippi Center for Justice offers a generous package that includes medical, life and dental insurance, generous leave, participation in a retirement savings program, and other benefits.

**To Apply:** Please send a brief letter of interest, a resume with three (3) professional references, including two (2) from former employers, to:

Stacey Moore Buchanan, Director of Operations and General Counsel  
[mcjcareers@mscenterforjustice.org](mailto:mcjcareers@mscenterforjustice.org)

Please, no telephone inquiries.

**The position will remain open until filled.**

***The Mississippi Center for Justice is an Equal Opportunity Employer. We value a work place that is diverse in race, gender, economic status, age, geographic origin, sexual orientation, and other differences that enrich our organizational culture.***