

JOB ANNOUNCEMENT
HEALTH LAW ADMINISTRATIVE ASSISTANT

The Mississippi Center for Justice (“MCJ”) seeks an Administrative Assistant to support the work of the Health Law Campaign.

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 make fair and affordable housing available for all Mississippians.

Position Summary

The Administrative Assistant will report to the Health Law Campaign Director and will provide administrative support to the Health Law Campaign Director to execute division projects and overall administrative functions to promote organizational efficacy and effectiveness.

Job Responsibilities

This is a full-time position, in-person position based in Jackson, Mississippi and reports to the Director of MCJ’s Health Law Campaign. The Health Campaign Administrative Assistant duties will include:

- Accurate and professional execution of administrative functions with high attention to detail and organization.
- Preparing letters, memos, forms, and reports according to written or verbal instructions
- Maintaining accurate and up-to-date files, records, and documentation.
- Organize and maintain a “story bank” of the experiences of uninsured Mississippians.
- Maintain administrative reports and statistical information on activities as assigned.
- Prioritizing and managing multiple priorities with timely follow through
- And other related tasks as determined by the Health Law Campaign Director.

Qualifications

- Bachelor’s degree preferred
- 4+ years of full-time related work experience
- Proficiency with Microsoft Office, including Excel and PowerPoint; experience with Canva and Adobe

- Strong analytical, problem-solving, and organizational skills
- Upbeat, highly collaborative and professional
- Excellent people and communication skills; able to interact at all levels inside and outside the organization
- 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
- Well organized and detail oriented with the ability to prioritize multiple tasks and meet deadlines.
- Willing to bring forward new ideas and creativity is essential.
- Ability to maintain confidentiality

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 resume with cover letter by email to:

Linda M. Dixon, Director of the Health Law Campaign
Ldixon@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