



666 Broadway, 7th Floor  
New York, New York 10012  
212-614-6464  
ccrjustice.org

**Title:** Legal Administrative Associate

**Status:** Full time – 40 hours per week

**Classification:** Non-exempt

**Location:** The Center for Constitutional Rights is a hybrid work environment. This position is in-office 1-2 days per week as needed and at director's discretion.

**Reports to:** Deputy Legal Director

**Background:**

The Center for Constitutional Rights works with communities under threat to fight for justice and liberation through litigation, advocacy, and strategic communications. Since 1966, we have taken on oppressive systems of power, including structural racism, gender oppression, economic inequity, and governmental overreach.

Too often, the law supports systems of power that violate our most fundamental rights and prevent people from living with dignity. We use creative and aggressive advocacy, communications, and legal strategies to combat the most virulent forms of oppression and to push law and policy to meet the demands of justice. Our teams partner and work with systems-impacted communities and social movements to build power and co-design legal, policy, and cultural interventions that advance the vision of the world our partners and clients want to see. And through strategic communications, we increase public support for our efforts in order to challenge dominant narratives that normalize injustice.

Our approach is holistic, fearless, and relentless. You have a role to play in this fight. Join forces with our activists, lawyers, and storytellers to fight oppression and build power.

**Position Summary:**

The Legal Administrative Associate will provide administrative and logistical support for the Legal Department and help provide the infrastructure and internal systems and processes necessary to effectively execute our work. The Legal Department, which currently has 25 [staff](#) members, engages in litigation and other creative legal advocacy on a broad range of [Center for Constitutional Rights issues](#), working closely with other departments, partners, and clients. The ideal candidate is highly organized, takes initiative, communicates effectively, and has superb attention to detail.

**Responsibilities:**

- Provide administrative support to the Legal Department, including scheduling meetings, note-taking, organizing, and maintaining and updating files, contact lists, and calendars
- Provide administrative, logistical, and other support to our legal internship programs and our two-year Justice Fellowship program, including assisting with recruitment, scheduling, onboarding, paperwork, and event-planning
- Handle legal administrative needs including maintaining legal agreements, managing legal subscriptions, assisting with legal intake and large litigation projects, monitoring and

distributing incoming mail/email, and assisting with outgoing mailings, maintaining case lists, managing case/project timekeeping categories, and running reports

- Assist with travel and accommodations arrangements for Legal Department needs, and coordinate arrangements for departmental meetings, trainings, events, or retreats
- Support special departmental projects, including helping to implement and improve document management and litigation organization systems
- Handle finance-related requests, including credit card receipts, reimbursements, vendor and consultant contracts, and reconciliations for the Legal Department
- Liaise with other departments on administrative matters, including regarding interdepartmental requests, meeting coordination, contracts, external communications, and database updates
- Participate in departmental and organizational planning, projects, and committees as designated
- Perform other related work as assigned by the Legal Director or Deputy Legal Director

**Qualifications:**

- Minimum of two (2) years of related experience required
- A belief in the mission of the Center for Constitutional Rights, commitment to social justice issues, and comfort working in a progressive legal and/or non-profit environment
- Familiarity with the issues central to the Center for Constitutional Rights' work
- Strong written, oral, and interpersonal communications skills
- Excellent organizational and time-management skills, including proven ability to efficiently manage multiple tasks and priorities under tight deadlines and in a fast-paced environment
- Excellent problem-solving skills, including ability to anticipate problems and use judgment appropriately to plan solutions
- Excellent attention to detail with a high level of accuracy
- Strong digital skills, with proficiency in MS Office, Adobe, and Google applications; experience with legal applications a plus, but not required
- Ability to work both independently and as a member of a team
- Integrity and grace under pressure
- Multi-cultural competence and comfort – ability to work with a diverse team and to work across differences at all levels
- Ability to work some evenings and occasional weekends as required; some travel may also be required
- Spanish language skills a plus

**Compensation:** Salary is commensurate with experience and subject to union collective bargaining agreement. The salary range for the position is \$85,066 to \$110,849.

Benefits include employer contribution to 401K plan and flexible spending account, vacation, sick leave, and holidays, and 100 percent organization-paid health benefits including medical, dental, life, and short- and long-term disability insurance.

**Contact:** Qualified candidates should visit <https://ccrjustice.wufoo.com/forms/legal-administrative-associate/> to submit an online application. Applicants will be asked to submit a resume and cover letter. No phone calls please.

THE CENTER FOR CONSTITUTIONAL RIGHTS IS AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER AND ACTIVELY RECRUITS WOMEN, PEOPLE OF COLOR, PERSONS WITH DISABILITIES, AND LGBTQIA+ AND GENDER NON-CONFORMING PEOPLE.