

NCTE Job Opening: Administrative Assistant

The National Center for Transgender Equality (NCTE) is seeking an Administrative Assistant who will expand NCTE's ability to end discrimination against transgender people at the Federal level. NCTE is a strong voice for transgender people in our nation's capital and fills a unique niche in the overall movement for lesbian, gay, bisexual and transgender rights. We are a respected leader in working for the rights of transgender people and are known to approach our work with enthusiasm, optimism and good humor. This strong and growing team of accomplished activists seeks a high-performing person to help us accelerate our work.

Job Description:

The Administrative Assistant will provide support to NCTE's staff to help the organization reach the next level of achievement and make great strides towards transgender equality. This is a challenging position that requires a mix of organizational, technical, and interpersonal skills including receptionist talents, database & finance management, vendor interfacing, IT assistance, staff scheduling and personal assistance.

Responsibilities:

- Administrative assistant duties include: answering phones and greeting visitors; data entry, database management & running reports; processing donations; preparing invoices; and, managing both incoming and outgoing mail.
- Office management duties include: providing a point of contact for all vendors; interfacing with building maintenance and managers; overseeing and providing IT support; maintaining office equipment and office supplies.
- As Executive Assistant to the ED you will screen calls, schedule meetings, handle travel arrangements, process travel receipts, manage correspondence and assist in juggling the ED's calendar.

Skills & Experience:

- Knowledge of administrative and clerical procedures with experience working in a high-functioning office.
- Strong focus on details and desire to create & maintain order within a fast-moving environment.
- Interest in providing customer and personal services to support the work of others.
- Collaborative spirit and the ability to work well within a team of fun-loving, hard-working professionals.
- Commitment to full social justice and understanding of issues affecting transgender people.
- Preferred candidates will have some experience with QuickBooks or DonorPerfect, but neither is required.

We are committed to building an organization that reflects the diversity of our community. We strongly encourage people of color to apply.

Salary and Benefits:

Salary range for the Administrative Assistant is \$32,000 - \$38,000, depending upon candidate's existing skill set. We offer, a robust benefits package that includes fully-paid dental, vision and health insurance, transit benefits, a flexible health spending account, and an IRA in addition to federal holidays and ten paid vacation days in first year.

Send résumé and letter of interest to:
Stephanie White, Managing Director
1325 Massachusetts Ave NW, Suite 700
Washington, DC 20005
Fax: 202-393-2241
Email: NCTE@nctequality.org

NO CALLS, PLEASE

The National Center for Transgender Equality is an equal opportunity employer and employs personnel without regard to age, citizenship, color, creed, physical or mental disability, economic status, education, ethnicity, family responsibilities, gender identity and expression, health status including HIV status, height, housing status, marital status, matriculation, national origin, physical appearance, race, religion, political affiliation, pregnancy, sex, sexual orientation, union membership, veteran status or other unlawful factors, with respect to recruiting, hiring, job assignment, promotion, discipline, discharge, compensation, training and other terms, conditions and privileges of employment and contracting. NCTE is committed to creating a diverse staff made of people who are hard working, kind, optimistic and committed to social justice from all segments of transgender and allied communities.