



Job Title: Assistant to the Executive Director

Reports To: Executive Director

Job Summary:

Nation Outside (NO) is seeking an Assistant to the Executive Director to provide high-level administrative support to the Executive Director and ensure the smooth and efficient operation of the organization. The ideal candidate will have strong organizational and communication skills, be highly self-motivated, and have a demonstrated commitment to social justice and the work of NO.

Key Responsibilities:

- Provide administrative support to the Executive Director, including scheduling meetings, managing email and phone correspondence, and organizing files and documents
- Assist with event planning and coordination, including logistics
- Conduct research and provide analytical support for various projects and initiatives
- Coordinate communication and collaboration with internal and external stakeholders, including board members, staff, volunteers, and community partners
- Perform other duties as assigned by the Executive Director

Qualifications:

- 2+ years of experience in a similar role, preferably in a nonprofit or social justice organization
- Excellent organizational and time management skills, with the ability to manage multiple priorities and deadlines
- Strong written and verbal communication skills, with experience in grant writing and report preparation
- High level of proficiency in Microsoft Office Suite and Google Suite
- Demonstrated commitment to social justice and the work of NO
- Ability to work independently and as part of a team, with a positive and professional attitude
- Knowledge of Michigan CJ landscape and its stakeholders preferred

Salary:

Salary commensurate with experience.

To apply, please submit a cover letter and resume to the Director of People, Systems & Change Management at brandim@nationoutside.org.