



Position: Administrative Assistant Intern

Reports to: Executive Director, Deputy Director, Director of Operations

Location: Washington, DC

Summary of Position: The National Juvenile Defender Center (NJDC) is a nonprofit organization dedicated to promoting justice for all children by ensuring excellence in juvenile defense. Our team works hard to ensure every child in America's juvenile courts are represented by counsel, and that the attorney defending them receives specialized training in juvenile defense. Our leadership team is looking for talented individuals to provide administrative support and executive assistance.

NJDC is eager to support the development of non-profit and administrative professionals interested in supporting our mission and work plan, by providing an opportunity to receive academic credit or public service hours for part-time office work. This is otherwise a non-paid volunteer position.

Responsibilities

- Filing and office organization, physical files and electronic files
- Copying and presentation preparations
- Calendar and scheduling support
- Phone calls for purposes of scheduling or other administrative tasks
- Typing for letters, emails, etc.
- Data entry
- Travel arrangements and planning
- Attend team meetings, other administrative meetings and events
- Special event support

Required Skills & Qualifications

- High School Diploma or GED, current college students preferred
- 1-2 years office experience
- Excellent verbal skills and professional telephone demeanor
- Strong computer skills and good familiarity with MicrosoftOffice
- Ability to manage timelines and project effectively
- Exercise good judgment, discretion, and confidentiality of sensitive information relating to organization's mission and operations
- Works creatively and flexibly in a team environment
- This is an office-based position, telecommuting is not available



Application Instructions:

Interested candidates should email inquiries@njdc.info, with the **Administrative Intern** in the subject line, and attach the following in a single PDF document:

1. Cover Letter
2. Resume
3. References (at least two)

NJDC is an equal employment opportunity employer and will comply with all applicable laws prohibiting discrimination based on race, color, religion, national origin or ancestry, sex, age, marital status, personal appearance, sexual orientation, gender identity or expression, familial status or family responsibilities, physical or mental disability, genetic information, veteran status, matriculation or political affiliation, and any other basis protected by federal, state, or local laws.