



National District Attorneys Association

Coordinator, Special Projects

Job Description

GENERAL PURPOSE

The Coordinator, Special Projects is responsible for a variety of professional, clerical and administrative support duties designed to expedite the business functions and general office operations of the National District Attorneys Association (NDAA), including effectiveness, efficiency, and safety. This role is actively engaged in supporting all activities of the association including membership and marketing, advocacy, education and training, event planning and board governance. Other duties include coordinating intern hiring, programming logistics for webinars, purchasing office supplies, streamlining administrative procedures, and assisting with new staff onboarding and orientation.

SUPERVISION RECEIVED

The Coordinator, Special Projects works under direct supervision of the Director of Membership and Marketing and the broad guidance of the Executive Director and the Chief Operating Officer. This is a full-time, exempt-level position.

SUPERVISION EXERCISED

NDAA Interns.

ESSENTIAL FUNCTIONS

- Understands NDAA's mission and adheres to organization and staff core values.
- Leads and supports initiatives to increase membership and event participation from diverse backgrounds.
- Manages the logistical details for a variety of events, including annual Capital Conference fly-in event, annual Women Prosecutors Dinner and Summer Summit conference.
- Provides Executive Director and Board of Directors support including logistical details for the Executive Committee/Board & Committee meetings; maintains NDAA Board of Directors/Executive Committee records and Outlook distribution lists; serves as the staff liaison to various task forces/committees.
- Oversees the interview and selection process of NDAA interns, including overall development and assignments during internship.
- Performs professional administrative duties; assists with meetings in-person or via telephone/online; prepares proposal memos and schedules/agendas; creates presentations and other management-level reports as needed.
- Establishes procedures to enhance service programs and customer relations operations.
- Maintains website updates through WordPress administrative side.
- Manages the job board on the website and assists with staff trainings on the database, website, and other technology.
- Participates in executive office meetings to help manage shifting priorities and deadlines, as well as coordinates schedules, appointments and bookings as needed.
- Monitors and maintains office supply inventory and coordinates repairs with building management and interfaces with cleaning crew as necessary.

- Serves as back up to the Director of Membership and Marketing when out of the office; assists with the collection of dues through annual invoicing and updates member records during renewal period as needed.
- Serves as back up to the Director of Communications when out of the office; assists with outside partnership engagements including social media campaigns/strategies, Medium blogs, website maintenance, etc.
- Supports and assists the Education and Engagement staff with virtual trainings and CLE submission as needed.
- Assists the COO with the onboarding and orientation of new staff.
- Other duties as assigned.

MINIMUM QUALIFICATIONS

1. Education and Experience:
 - A. A bachelor's degree preferred, not required.

AND

 - B. One to five years of proven experience in office management and customer service, preferably in an association environment.

OR

 - C. An equivalent combination of education and experience.

2. Knowledge, Skills, and Abilities:
 - Excellent communication skills, both written and verbal.
 - Excellent organizational and project management skills.
 - Strong attention to detail and the ability to problem solve and prioritize work, and multi-task.
 - Ability to establish and maintain electronic record-keeping systems and files.
 - Ability to maintain strict confidentiality related to sensitive administrative information.
 - Effective working relationships with supervisors, fellow employees, and the public.
 - Outstanding organizational skills and the ability to work independently in a fast-paced work environment with rigorous deadlines.
 - Experience with web and mobile technologies; web content management; e-mail marketing systems; and other membership-based communications technology.
 - Experience with association management software.
 - Knowledge of computer applications (MS Office Suite; Adobe Acrobat) and online research required.
 - Effectively work with staff, both individually and in a team environment.
 - Effectively work with volunteers at all levels (leadership, members, committees, etc.)
 - Ability to create flyers and brochures, a plus.
 - Minimal travel required.

3. Work Environment

Incumbent of the position generally performs in a typical office setting with appropriate climate controls. Tasks require variety of physical activities, such as moving inside the office to access storage cabinets and office machinery and moving equipment or boxes of 25 lbs or less. The position requires the ability to remain stationary for long periods of time.

The person in this position frequently communicates with Board members and individuals who have inquiries about their membership status, as well as other partners and vendors. Incumbent must be able to exchange accurate information in these situations. Recognizing such individuals in order to build relationships is important for this position. Incumbent is responsible for the input and output of data from electronic systems and must be able to operate a computer, calculator and copier/printer.

Mental application utilizes memory for details, strategic thinking and creative problem solving.

Key Internal Relationships: Executive Director, Chief Operating Officer, staff members in each of the relevant departments.

Key External Relationships: Key NDAA leaders, NDAA members, training and conference attendees, elected officials/prosecutors including Board members, as well as partners and outside vendors and sponsors.

APPLICATIONS

To apply for the Coordinator, Special Projects position, please send a cover letter and resume to NDAA via info@ndaajustice.org. The association offers competitive compensation and a generous benefits package. The position is in NDAA headquarters in Arlington, VA, with some telework available. Relocation expenses are not available. Applications accepted through Friday, January 27, 2023 or until position filled. Final candidate will be asked for verifiable references.

ABOUT

The National District Attorneys Association (NDAA), is the oldest and largest national, nonpartisan organization representing state and local prosecutors in the country. Formed in 1950, NDAA has more than 5,000 members and our mission is to be the voice of America's prosecutors and to support their efforts to protect the rights and safety of the people by providing our members with the knowledge, skills, and support they need to ensure justice is attained. NDAA is located in Arlington, VA near the Crystal City Metrorail. NDAA is an equal opportunity employer.