

## **ADMINISTRATIVE ASSISTANT POSITION**

### **NEUFELD SCHECK BRUSTIN HOFFMANN & FREUDENBERGER, LLP**

Neufeld Scheck Brustin Hoffmann & Freudenberger, LLP (NSBHF)([www.nsbhf.com](http://www.nsbhf.com)) is a boutique national civil rights law firm based in New York City. Founded in 2000 by Barry Scheck and Peter Neufeld (together with late partner Johnnie Cochran), NSBHF established the field of civil wrongful conviction litigation and continues to be the standard bearer for record jury verdicts and settlements in wrongful conviction cases across the country. Building on this knowledge, partners Nick Brustin, Anna Benvenuti Hoffmann, Emma Freudenberger and Amelia Green today lead the nation's premier civil rights trial practice. NSBHF has brought in record-setting wins across the country, as well as important policy changes as a result of our work. Currently, the firm is lead counsel in approximately 30 complex individual and multi-plaintiff Section 1983 cases across the country, targeting police misconduct and other types of corruption within the criminal legal system—most commonly, wrongful convictions, excessive force, and abuse of prisoners.

#### **About the Role:**

The next Administrative Assistant will:

- Walk through the office upon arrival and follow a checklist to ensure the space is ready for the day's work. The same will be done prior to departing for the day.
- Answer phones and route calls as needed. This includes screening calls and distributing messages to the correct staff.
- Act as the face of the office by greeting guests, offering refreshment, and guiding them throughout the suite.
- Maintain cleanliness within the suite, including restocking and organization of the kitchen and refrigerator.
- Keep office supplies stocked at printing stations, including copy paper both in the printer and as spares within the cabinets.
- Monitor supply levels.
- Accept deliveries that come to the office.
- Organize mail and deliver to the appropriate staff member.
- Coordinate in-office meals.
- Assist attorneys with local travel for clients using our corporate account, when needed.
- Maintain multiple firm-wide calendars and provide additional scheduling support to staff.
- Provide administrative support to the staff as needed, including coordinating and booking business travel when needed.
- Assist the Office Manager and Executive Director with event planning.
- Assign Zoom links and/or Conference Bridges and set up conference room A/V as requested.
- Administratively assist the hiring process.
- In the absence of the Office Manager, coordinate tech troubleshooting with our IT vendor.

## **Who Should Apply:**

We are looking for candidates with the following skills:

- Professionalism and experience maintaining confidentiality in a professional setting.
- Exceptional communication skills, both written and verbal.
- Pride in their work and the ability to collaborate.
- Ability to maintain composure in potentially stressful and high-energy situations.
- Excellent multi-tasking and organization.
- Attention to detail.
- Proficiency in MS Office and in Adobe Acrobat Pro.
- Knowledge of G-Suite functions, including Gmail, Google Calendar, Google Docs and Google Sheets.
- 3+ years' professional experience with Calendar management, multiple calendars is a plus.
- Experience answering phones and routing calls, working knowledge of VOIP phone systems is a plus.
- Ability to lift at least 15 pounds unassisted.
- Experience booking and coordinating business travel.
- Ability to maintain regular and consistent attendance and punctuality, with flexibility to occasionally come early or stay later if needed.
- A commitment to the social justice principles of the firm.

Due to the nature of these tasks, this position is ON-SITE. Working hours are 9:00am to 5:30pm EST.

NSBHF is committed to serving its diverse clients and ensuring an office environment that is welcoming and respectful to people of all backgrounds. We strongly encourage applicants from all cultures, races, educational backgrounds, life experiences, socio-economic classes, sexual orientations, age, gender, and physical abilities to apply. We welcome applicants with personal or family experience with the criminal legal system and/or incarceration. Further, NSBHF supports the rights of job candidates and employees to engage in protest and political action on social justice and human rights matters, including in support of Palestine. As an equal opportunity employer, NSBHF supports non-discrimination in the firm's employment practices. We are seeking applications from all candidates committed to holding officials accountable for their misconduct.

## **Compensation & Benefits:**

The salary range for the Administrative Assistant role is \$55,000 (gross) to \$60,000 (gross) based on prior professional experience. The Administrative Assistant is eligible for overtime. NSBHF also offers a wide range of benefits including:

- Comprehensive medical and dental coverage.

- Paid holiday, vacation, and sick/personal time off.
- 401(k) Plan.
- A wellness program.
- Pre-Tax transit card system.

**How to Apply:**

Please send a resume, a cover letter, and list of 3 professional references to [careers@nsbhf.com](mailto:careers@nsbhf.com). Applications will be accepted on a rolling basis until the position is filled. No telephone calls please.