



EXECUTIVE ADMINISTRATOR

Location: New York City

Compensation: \$70,000-\$85,000

About the Job

Neufeld Scheck Brustein Hoffmann & Freudenberg, LLP (NSBHF) is seeking an experienced **Executive Administrator** to provide high-level administrative and operational support to the firm's partners. This is a critical role in a demanding, fast-paced litigation environment where attention to detail, discretion, sound judgment, and proactive problem-solving are essential.

The Executive Administrator will serve as a trusted partner to firm leadership, managing complex schedules, coordinating logistics, supporting internal initiatives, and ensuring the partners are able to focus their time and energy on high-impact civil rights litigation. This role is ideal for a seasoned administrative professional who thrives in dynamic environments, anticipates needs, and takes pride in producing consistently excellent work.

About the Firm

Neufeld Scheck Brustein Hoffmann & Freudenberg, LLP is a boutique national civil rights law firm based in New York City. Founded by Peter Neufeld, Barry Scheck, and the late Johnnie L. Cochran, Jr., the firm is dedicated to advancing justice and accountability through complex civil rights and constitutional litigation. Our work includes police misconduct, wrongful conviction, excessive force, and other cases seeking systemic reform.

NSBHF combines the rigor of top-tier legal advocacy with a collaborative, human-centered culture. The firm values professionalism, precision, mutual respect, and a shared commitment to meaningful impact.

Duties and Responsibilities

The Executive Administrator will:

- Manage complex, high-volume calendars for partners, prioritizing competing demands and resolving scheduling conflicts.

- Coordinate internal and external meetings, including preparation and printing of materials, agendas, and follow-up items.
- Arrange and manage travel, including itineraries, accommodations, and logistics.
- Act as a central point of contact for scheduling, and meeting preparation and planning between partners and internal teams, external stakeholders, and clients, exercising discretion and professional judgment.
- Anticipate needs, flag issues in advance, and handle routine and time-sensitive matters with minimal supervision.
- Support partners with day-to-day personal, administrative, and operational needs to ensure smooth firm functioning.
- Draft, edit, and format high-quality emails, correspondence, presentations, internal documents, to-do lists and tracking action items and deadlines.
- Manage partner reimbursements and expense reports in coordination with firm policies and finance processes.
- Partner with the Office Manager to provide comprehensive administrative support to the office and coverage support as needed (e.g., phones, scheduling, access coordination, etc.).
- Assist with firm events, meetings, and other special projects as needed.

You'll Need To Have

- 5+ years of administrative or executive support experience, preferably supporting senior leaders in a professional services, legal, or similarly fast-paced environment.
- Exceptional organizational skills, strong attention to detail, and the ability to manage multiple priorities with accuracy and discretion.
- Excellent written and verbal communication skills; ability to interact confidently, timely, and professionally with senior stakeholders.
- Demonstrated experience handling sensitive and confidential information with sound judgment and tact.
- Strong proficiency in Microsoft Office (Outlook, Word, Excel, PowerPoint), Google Suite, and comfort learning new tools and systems quickly.
- Proactive, dependable, adaptable, and comfortable operating with a high degree of autonomy in a demanding environment.
- Bachelor's degree preferred, or equivalent relevant experience.

Diversity Commitment

NSBHF is committed to serving our 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. Diversity of our workforce is critical to our success and upholding NSBHF's mission. **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 seek applications from all candidates committed to holding officials accountable for their misconduct.

How to Apply:

Submit your resume for consideration to careers@nsbhf.com.

Please, no phone calls.