

Office and Newsroom Assistant

Position Description

ProPublica is seeking a bright, self-motivated and well-organized administrative professional to join the New York headquarters as the Office and Newsroom Assistant. The Assistant will work in close partnership with the leadership (president, editor-in-chief, managing editor, vice-president/development, director of finance, executive chairman) of the organization as well as the newsroom staff, learning about all aspects of ProPublica's work. He or she will play a critical role in preparing and managing schedules, interacting with staff and key stakeholders; maintaining a smooth-running and professional office and managing special projects.

Qualifications:

The ideal candidate is required to have a strong interest in public affairs, at minimum a bachelor's degree or equivalent and one- to two-years experience in an office setting. The ability to take initiative, coordinate with others and follow through in a dynamic and highly confidential environment is a must. Excellent organizational ability demonstrated in meeting deadlines, setting priorities, maintaining accuracy in details and working in cooperative but self-directed manner are also critical. Strong oral and written communication skills are required. A demonstrated proficiency with MS Office applications is essential. Knowledge of Salesforce and general technology are essential.

ProPublica is committed to diversity and especially encourages members of underrepresented communities to apply.

Activities will include:

Office Management

- Act as office manager; including ordering supplies, handling invoices and maintaining relationships with vendors.
- Act as liaison with building management.
- Field phone calls on main line, responding to queries from readers and directing calls as needed. Provide back-up phone assistance to executives.
- Maintain paper and electronic filing systems.
- Review and distribute mail.
- Assist with new employee set-up, including managing security card system.

Executive Assistance

- Schedule and maintain executive calendars, make appointments and prepare for meetings.
- Provide general administrative support to the executive staff.
- Coordinate travel arrangements for the executive staff, as needed.

Development/Finance

- Assist with maintenance of contact management database as needed.
- Assist with fundraising meetings and events.
- Conduct various development research projects.
- Conduct weekly and monthly PayPal reporting for president and development staff.
- Draft acknowledgment letters for president.
- Act as back-up for director of finance including making deposits, writing checks and assisting with invoices and other projects as needed.

Newsroom

- To the extent time permits, assist newsroom staff with mailings, inquiries and special projects as needed.
- Provide oversight of ProPublica's calendar, including timesheet and vacation coordination and tracking for newsroom and administrative staff.
- Manage office events, including staff development (brown-bags), annual holiday party and other celebrations.
- Collect corporate credit card receipts from journalists and attach to statements on a monthly basis.

General

- Draft correspondence, administrative and other materials.
- Prepare expense and other internal reports.
- Assist president with clients who would like to purchase data through ProPublica's Datastore.
- Act as back-up to director of information technology, performing backups of ProPublica's servers and reviewing spam filters, etc. as needed.

To apply, submit a resume and a cover note explaining why you are the best fit for this job to OfficeNewsAssistant@propublica.org by November 1, 2014.