



Administrative Associate
Location: Washington, DC

Who we are:

Founded by a group of dedicated individuals in 1997, Detention Watch Network (DWN) is a national coalition building power through collective advocacy, grassroots organizing, and strategic communications to abolish immigration detention in the United States. DWN is staffed by a small and growing team, committed to a vision of a world where every individual lives and moves freely and a society in which racial equity is the norm and immigration is not criminalized.

Recent Accomplishments:

- Secured over 100 Members of Congress to call for cuts in federal funding for detention and deportation through the Defund Hate campaign, and blocked 5 billion extra dollars in enforcement funding in Fiscal Year 2019;
- DWN hosted its 12th National Member Conference in spring 2018 in Denver, CO with 200 people in attendance;
- In collaboration with members, prevented the opening of new detention facilities in the Midwest;
- Sub-granted over \$50,000 to grassroots members working to end detention locally.

Position Summary:

Detention Watch Network is seeking an Administrative Associate to support our growing organization and provide assistance to the Executive Director. The Administrative Associate will work with the Finance and Operations Manager to provide administrative and financial support of the organization. The Administrative Associate will coordinate logistics for meetings and other events hosted by DWN.

This position reports to DWN's Finance and Operations Manager. Some travel required.

The Administrative Associate will work from DWN's Washington, DC office.

What you'll do:

Finance and Administration:

- Establish and manage relationships with vendors, including technology support, phone system, office equipment, office supplies and serve as main liaison with building management for DC and Chicago offices.
- Prepare and process invoices, pay bills, reconcile credit cards, and other financial management tasks.
- Maintain DWN's constituent database by updating information and setting up registrations for meetings and events.
- Assist in the membership renewal process annually and respond to member inquiries about dues and payments.
- Organize and maintain office filing system electronically and hard copies in the office.
- Take minutes in staff meetings.

Logistics Management:

- Manage logistics for meetings and convenings, including DWN's bi-annual conference.
- Assist staff with logistics for quarterly staff retreats.
- Coordinate with DWN members and allies on travel needs, book flights and reserve lodging.
- Negotiate rates and contracts with transportation and logistics providers.
- Assist in board meeting preparation including reserving meeting space, hotel accommodations, order and set up of catered meals.

Assistant to the Executive Director:

- Manage Executive Director's calendar and schedule meetings as needed.
- Assist Executive Director with travel arrangements and logistics needs, including tracking expenses and reimbursements.
- Coordinate gathering of materials for Executive Director in advance of certain meetings including researching background materials, articles, etc.
- Perform other duties as assigned by the Executive Director.

You'll thrive in this role if this sounds like you:

While no candidate will possess every quality, the successful candidate will possess many of the following qualifications and attributes. Even if you aren't sure but are excited about the position, we encourage you to apply!

- Demonstrated commitment to DWN's [values](#)
- Excellent organizational, writing, and verbal communication skills
- Attentive to detail, with the ability to prioritize tasks and responsibilities
- Collaborative team player, enjoys working with teams and coalitions
- Proficient in Microsoft Office and ability to learn and work in new software
- Ability to travel to support meetings/events
- Event management experience

We're hoping you bring 1-2 (or more) of these bonus skills:

- Fluent in Spanish, with ability to interpret and translate
- Experience working on immigrant rights and/or racial justice issues
- Experience with NeonCRM or similar database software
- Calendar management
- Experience with financial management

Salary Range: \$55,000 - \$60,000

Why work for DWN?

- **Paid Time Off:** Staff are eligible for **15** vacation days their first year of employment; **20** vacation days during years two through seven; and **25** vacation days after eight years of employment; plus we are closed between December 25 and January 1.
- **Commitment to our staff:** DWN invests in staff growth and professional development opportunities and is committed to providing regular feedback and opportunities for advancement.
- **Crystal clear focus:** Our team gets to work with dedicated and growing [membership](#) committed to the abolition of immigration detention.

- **Wellness Fund:** We know that this work can be physically and emotionally taxing, so DWN offers a wellness fund to all staff: a stipend of \$500 per year to go towards personal health and self-care (yoga classes, therapy co-pays, massages, workout gear—whatever works for you!)
- **Our team is awesome:** You'll be working with a group of smart, dedicated, and caring [people](#) who know how to have fun while getting a lot done in a low-ego environment!
- **Added perks:** we offer generous benefits and salaries, a monthly cell phone stipend to all staff, flexible work from home options, annual 3% Cost of Living Adjustments (COLAs), plus staff are entitled to a sabbatical after eight years on staff.

To Apply:

In lieu of a cover letter, please respond to these short-answer questions:

1. Why are you excited about working at Detention Watch Network?
2. What experience do you have with financial management?
3. What experience do you have with managing travel and event logistics?
4. What is your approach to a role that includes a wide range of administrative, financial, and executive support tasks? How do you prioritize responsibilities and manage your time effectively?
5. Is there anything else you'd like to share with us? (optional)

Please send your responses and your resume to jobs@detentionwatchnetwork.org.

Detention Watch Network, a project of Tides Center, is an “at-will” and equal opportunity employer. Applicants and employees shall not be discriminated against because of race, religion, sex, national origin, ethnicity, age, mental or physical disability, sexual orientation, gender (including pregnancy and gender expression) identity, marital status, veteran status, medical condition, or any other protected classification.

DWN is committed to the recruitment and retention of staff that is reflective of the communities we work with. We strongly encourage applications from Black people, Indigenous people, people of color, immigrants, women, people with disabilities, members of the LGBTQ community, and other underrepresented and historically marginalized groups.

Reasonable accommodation will be made so that qualified disabled applicants may participate in the application process. Please advise in writing of special needs at the time of application. While performing the responsibilities of the job, reasonable accommodations may be made to enable people with disabilities to perform the essential functions of the job.