



Administrative Associate
Location: anywhere in the U.S.

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.

Position Summary:

Detention Watch Network is seeking an Administrative Associate to support our growing national organization and provide executive support to the Senior Leadership Team. The Administrative Associate will coordinate logistics for meetings and other events hosted by DWN, working closely with program staff and DWN's travel management software.

The Administrative Associate will also provide limited administrative and financial support of the organization, including tracking and processing invoices, collecting financial documentation from members, and maintaining accurate records.

This position reports to DWN's Managing Director. Some travel required.

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

What you'll do:

Executive Support to the DWN's Senior Leadership Team (Executive Director, Program Director, Managing Director)

- Manage Senior Leadership Team calendars and schedule meetings as needed.
- Assist Senior Leadership Team with travel arrangements and logistics needs, including processing monthly expenses reports.
- Coordinate gathering of materials for Senior Leadership Team in advance of certain meetings including researching background materials, articles, etc.
- Perform other duties as assigned.

Event Logistics Management

- Manage logistics for meetings and convenings, including booking meeting space and catering.
- Support DWN staff, members, and allies with travel and lodging needs, using DWN's travel management software.

- Support with technology for virtual events, including Zoom setup and in-meeting tech support.
- Coordinate with vendors for events, including: childcare providers, interpreters, facilitators, venue staff, etc.
- Assist in board meeting preparation including reserving meeting space, hotel accommodations, order and set up of catered meals.

Finance and Administration

- Prepare and process invoices, pay bills, and other financial management tasks.
- Provide tracking and record-keeping of vendor invoices.
- Reconcile credit cards on a monthly basis.
- Other administrative duties, as assigned.

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
- At least one year working in nonprofit environments
- 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

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

- Experience working on immigrant rights and/or racial justice issues
- Experience with nonprofit financial management
- Experience providing executive-level support, including calendar management
- Event management experience
- Fluent in Spanish, with ability to interpret and translate

Salary: \$60,000 - \$62,000

(plus an extra \$2,000 for residence in a location that is over 25% above the federal average cost of living index, or \$4,000 for residence in a location that is over 50% above the federal cost of living index).

Why work for DWN?

- **Paid Time Off:** Staff are eligible for **3 weeks** their first year of employment; **4 weeks** days during years two through seven; and **5 weeks** after eight years of employment; plus we close for two weeks at the end of the year.
- **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, plus eligibility for an eight-week sabbatical after three years on staff.

Application Process:

- **To apply:** Please send your resume and responses to the following questions to jobs@detentionwatchnetwork.org.
 1. Why are you excited about working at Detention Watch Network?
 2. 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?
 3. Is there anything else you'd like to share with us? (optional)
- **Application deadline:** Applications will be reviewed on a rolling basis, with a priority deadline of March 24th.
- **Target start date:** early June 2023.
- **Interview process:** There will be a one-hour skills exercise, two rounds of interviews conducted on Zoom, and reference checks conducted for finalists.
- **Accommodations:** 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.

Detention Watch Network 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 asking that all employees be vaccinated against COVID-19 and show proof of vaccination upon hire. We will consider requests for exemption on a case-by-case basis.