



Washington Association of Criminal Defense Lawyers

Administrative Assistant

Position Overview

We are seeking a highly organized and motivated Administrative Assistant to support our team and membership. This is a primarily remote, part-time position (~ 20 hours per week) with on-site support and additional hours required for organizational events in December (Seattle, WA), June (Chelan, WA), and September (rotating location). The ideal candidate is detail-oriented, proactive, and thrives in a dynamic, member-focused organization. You will play a critical role in ensuring the smooth operation of our administrative processes and supporting the needs of our members and staff.

About Us

The Washington Association of Criminal Defense Lawyers is a professional member association dedicated to fostering the integrity, independence, and expertise of criminal defense lawyers; supporting the criminal defense community through education and the exchange of information; promoting the fair and just administration of criminal justice; and ensuring due process and defending the rights secured by law for all persons accused of crime.

We foster a collaborative and inclusive environment, providing valuable resources, advocacy, and education to our members.

What We Offer

- Competitive hourly rate (\$26-\$30 per hour depending on experience), PTO, and employer retirement contributions.
- A flexible, predominantly remote work environment.
- An opportunity to make a meaningful impact in a supportive and mission-driven organization.
- Opportunity for professional growth with the potential for increased hours and expanded responsibilities within the organization.



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Key Responsibilities

- **Member System Management:** Develop proficiency with our Association Member System to address platform issues, troubleshoot errors, and ensure timely resolution to support member needs, renewals, and registrations.
- **Member Support:** Proactively resolve technical or account-related issues and provide clear guidance to members.
- **Website Management:** Update and maintain the organization's website by posting news, event information, member resources, and other relevant content. Ensure that website content is accurate, up-to-date, and reflects the organization's mission and activities.
- **Event Coordination:** Assist in planning and executing meetings, conferences, and fundraising events, including managing RSVPs, logistics, and providing on-site support.
- **Administrative Tasks:** Maintain organizational databases, manage incoming and outgoing mail, assist in committee meeting scheduling, and handle routine office duties such as electronic filing and supply ordering.
- **Communications:** Draft newsletters, emails, and member communications to keep our membership informed, engaged, and up to date on events, initiatives, and organizational updates. Assist with creating content for social media and ensuring clear, consistent messaging.
- **Board and Committee Support:** Schedule meetings, prepare agendas, and organize and distribute board and committee resources. This includes running necessary reports and drafting memos at the request of the Executive Director.
- **Financial Assistance:** Process invoices, payments, and reimbursements.
- **Other Duties:** Assist with special projects and initiatives as assigned.

Qualifications

- **Experience:**
 - 2+ years of administrative experience
 - Experience with event planning, customer service, and/or database management is a plus.
- **Skills:**
 - Excellent verbal and written communication abilities.
 - Strong organizational and multitasking capabilities to manage competing priorities effectively.
 - Proficient with hybrid work tools such as Zoom, Slack, and Asana for seamless communication and collaboration.
 - Exceptional customer service skills with a focus on problem resolution and member satisfaction.



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- **Attributes:**
 - Collaborative team player with a positive attitude.
 - Keen attention to detail.
 - Self-starter who can work independently with minimal supervision.
 - Proven ability to exercise independent judgment, make decisions, and follow through with actions.
 - Strong commitment to providing effective customer service and timely responses to requests.
 - Demonstrated commitment or interest in criminal legal reform and criminal justice work.

How to Apply

Please submit your resume, cover letter, and three references to info@wacdl.org. In your cover letter, explain your interest in this position and how your skills align with our needs. Applications will be accepted on a rolling basis, with interviews beginning the week of January 6th.