

THE COUNCIL OF STATE GOVERNMENTS
Job Description

TITLE: Logistics Assistant

DESIGNATION: non-exempt, full-time

Grade: 4

REPORTS TO: Office Manager, Bethesda-Justice Center

DUTIES:

The Logistics Assistant reports to the Office Manager in Bethesda, and is responsible for providing administrative support for senior staff in the Bethesda office as well as ensure effective office management, travel logistics and execution of organization's meetings/forums and technologically-based duties related to selected web content administration.

RESPONSIBILITIES:

Administrative, Meeting and Logistical Support

- Supporting senior staff as needed in monitoring project based timelines, budgets, and deliverables to ensure that responsibilities to funders are met in assigned meetings;
- Prepare staff meeting agendas, correspondence, memoranda and other materials for distribution.
- The logistics assistant will support the Office manager as she works directly with the NY, Austin, Seattle and Sacramento Office for meeting planning based in the mid-Atlantic region, where s/he will plan meeting logistics (food, location, hotel, technological needs), and travel for meeting participants.
- The assistant will also be charged with supporting large scale conference planning, develop conference materials, and catering planning. This will include, among other things, the compilation and preparation of on-site briefing packets, preparation of signage and tent cards, assessing and ensuring that on-site equipment and supplies are provided, assisting in the execution of office mass mailings and other member communications, and any other conference needs;
- Support the Office Manager with the creation of CSG staff and meeting attendee travel, logistic memos, and expenses;

Office Management – Support day-to-day office operations, including, but not limited to:

- Weekly processing of accounts payable and receivable;
- Prepare various reports with relations to accounts payable and receivable functions;
- Process expense reimbursements;
- Responsible for management of the organization's supplies, equipment and software, including maintaining and replenishing inventory, and work with vendors to secure bids for contracts and verification of receipt of supplies delivered;
- Work as back up support for information technology questions or simple office hardware needs; and
- Maintain tracking log of all computer equipment and software in the Bethesda Office.

SKILLS:

Candidate must have strong organizational skills, be detailed-oriented and able to multi-task. In addition, candidate must be dependable, maintain a consistent workday schedule, work cooperatively with staff colleagues and management, communicate effectively and possess good customer service skills. Candidate must have the ability to maintain a high level of attention to detail and accuracy in preparing, entering and coding information. Prioritizing and coordinating work assignments to meet deadlines, exercising initiative and good judgment, following directions, understanding and explaining complex procedures and instructions, and working independently and collaboratively in a team environment are also essential skills.

Candidate must also have strong office management skills, be proficient in computer skills utilizing Windows 7 programs, MS Excel, HTML code writing is preferred and other software programs such as Campaign Manager as well as extensive knowledge in web applications with database knowledge and running queries are a plus.

REQUIREMENTS:

The ideal candidate should have some or all of the following qualifications:

- excellent research, writing, and editing skills and an analytical mind;
- strong oral communication skills, including the ability to effectively distill and present complex information in a concise way;
- ability to juggle multiple projects in an efficient manner;
- attention for detail, both with written products as well as project management
- excellent interpersonal skills, including maturity, an ability to work independently and in a team setting, and a sense of humor;
- efficient, organized work style and an ability to prioritize quickly and confidently.

EDUCATION/ EXPERIENCE:

BA/BS degree required. The ideal candidate will have at least 1-2 years of experience in a non-profit setting, ideally, in the field of law enforcement, criminal justice, or policy analysis.

SALARY RANGE:

Salary is commensurate with experience and includes a generous benefits package.

DEADLINE: Open Until Filled

CONTACT:

Interested individuals should provide the following elements to <https://secured.csg.org/csg/jobs>

1. Cover letter
2. Resume
3. References (at least two).

Applications that do not have all of these elements will not be considered.

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