



**Title:** Government Law & Strategies Administrative Assistant

**Department:** Boston Government Law & Strategies

**Office:** Boston, MA

**Reports To:** GL&S Specialist/Chief of Staff

**Status:** Non-exempt

### **Position Overview**

The GL&S Administrative Assistant will be responsible for assisting in providing administrative support and project coordination to the Boston Government Law & Strategies team. The GL&S Administrative Assistant will perform a variety of duties such as scheduling meetings, preparing/formatting documents and correspondence, coordinating travel arrangements, and assisting in the planning and execution of events. This position requires someone who is extremely organized and has the ability to prioritize and multi-task in a fast-paced environment.

### **Primary Responsibilities**

#### *Administrative Duties*

- Prepare and edit documents including:
  - cover letters/general correspondence;
  - engagement letters;
  - memoranda; and
  - e-binders.
- Proofread and edit documents to ensure:
  - accuracy of spelling, grammar, punctuation, syntax and context;
  - accuracy of references, definitions and other data;
  - compliance with corporate and The AP guidelines; and
  - consistency and accuracy of layout components.
- Coordinate lengthy and complex document preparation with Word Processing (WP) as needed.
- Assist with necessary state filings (examples – DPU, DTC, and MGC)
  - file court documents electronically
  - prepare mailings to service lists
- Daily input of attorney time charges into the automated billing system
- Process marketing and new client matters via workflow
- Schedule appointments, conferences and client meetings
- Coordinate travel arrangements and itineraries
- Coordinate expense reimbursement and check requisition requests
- Answer and direct telephone calls
- Open and sort mail
- Organize case files and maintain client files
- Maintain and update contact names and addresses in the contact database
- Assist with presentation materials (PowerPoint) for client meetings

## **Secondary Responsibilities**

### *Project & Event Coordination*

- Assist with the planning and execution of NEEA “Conversation With” events
  - coordinate date and reserve conference room space
  - create invite via PowerPoint
  - maintain spreadsheets of RSVP lists
  - create nametags for event attendees
- Assist with maintenance and updating of and media distribution lists
  - assist with media research as necessary
  - serve as back-up for sending media advisories/press releases/statements
- Assist with the planning and execution of political receptions
  - coordinate date and reserve conference room space
  - maintain spreadsheets of contributions received

## **Qualifications**

- Minimum of 2-4 years of previous administrative experience preferred
- Superior technical skills in Microsoft Office Suite 2010 applications (Word, Excel, PowerPoint, and Outlook)
- Excellent proofreading skills
- Discretion and confidentiality essential
- Excellent communication and interpersonal skills
- Ability to multi-task and work in a team environment
- Interested candidates should have general knowledge of or interest in learning about government relations and media relations.

***Brown Rudnick is an Equal Opportunity Employer***