

**Job Title:** Administrative Assistant (part-time) The Future of Free Speech Project at Vanderbilt University

**Job Description:**

The Future of Free Speech Project seeks a highly organized and detail-oriented Administrative Assistant to provide comprehensive administrative support to the project. The successful candidate will ensure the project's smooth operation and contribute to its overall success. This position requires a strong ability to multitask, excellent communication skills, and proficiency in various administrative tasks, including light research, travel coordination, expense report management, grant compliance and reporting, event planning, and copyreading and editing.

**About The Future of Free Speech Project**

On April 1, 2023, Justitia's The Future of Free Speech Project opened a U.S.-based office at Vanderbilt University. The office at Vanderbilt will be led by Justitia CEO [Jacob Mchangama](#) and aims to foster a thriving global culture of free speech, particularly where free speech is under threat in authoritarian states and democracies, online and offline.

The project has [published cutting-edge research and provided influential commentary](#) on the state of global freedom of expression that has been featured in over 900 media outlets in more than 60 countries.

Through rigorous empirical research and cutting-edge advocacy, we focus on how freedom of expression can be strengthened to empower democracy, tolerance, and the rule of law and how the harms of free expression can be mitigated through non-restrictive measures.

**Duties and Responsibilities:**

- **Conduct light research:** Assist project team members in gathering information and researching relevant topics related to free speech. Provide concise summaries and reports based on research findings.
- **Travel coordination:** Arrange travel logistics for project team members, including booking flights, accommodations, and ground transportation. Ensure that all travel arrangements are organized and within budgetary guidelines.
- **Expense report management:** Collect and organize receipts, invoices, and other financial documents related to project expenses. Prepare accurate and timely expense reports.
- **Grant compliance and reporting:** Assist with monitoring grant compliance by maintaining records, tracking expenses, and ensuring project activities align with grant guidelines. Prepare periodic reports to fulfill grant reporting requirements.
- **Copyreading and editing:** Review and proofread project-related documents, including reports, presentations, and correspondence, to ensure accuracy, clarity, and adherence to project standards. Collaborate with team members to improve the overall quality of written materials.
- **Calendar management:** Coordinate project-related meetings, appointments, and events, ensuring all participants are informed and properly prepared. Maintain project calendars, schedule updates, and reminders as necessary.
- **Document management:** Organize and maintain project-related files, documents, and databases, both in physical and digital formats. Ensure that all project materials are properly archived and easily accessible for reference.
- **Communication support:** Assist in drafting and editing project-related communications, including emails, newsletters, and announcements. Collaborate with team members to ensure consistent messaging and effective communication within and outside the project.

- **Event Planning:** Assist in planning events, such as conferences, symposiums, and special events. Activities include venue selection, managing vendors and suppliers, creating event timelines, budgeting, coordinating logistics, and overseeing event setup and teardown.

**Qualifications:**

- Bachelor's degree/or working to complete a degree or equivalent experience in a relevant field.
- Previous administrative or executive support experience is highly desirable.
- Strong organizational skills with the ability to prioritize and manage multiple tasks simultaneously.
- Excellent written and verbal communication skills, with exceptional attention to detail.
- Proficiency in conducting research and summarizing findings clearly and concisely.
- Experience in coordinating travel arrangements and managing expense reports.
- Familiarity with grant compliance and reporting processes is preferred.
- A keen eye for copyreading and editing, with a solid grasp of grammar and punctuation rules.
- Proficiency in using standard office software, such as Microsoft Office Suite (Word, Excel, PowerPoint) and email/calendar platforms.
- Ability to maintain confidentiality and handle sensitive information with discretion.

Interested candidates can send a cover letter and CV to Wendy Burch at [wendy@futurefreespeech.com](mailto:wendy@futurefreespeech.com).

**Working at Vanderbilt University:**

**Commitment to Equity, Diversity, and Inclusion**

At Vanderbilt University, we are intentional about and assume accountability for fostering advancement and respect for equity, diversity, and inclusion for all students, faculty, and staff. Our commitment to diversity makes us who we are. We have created a community that celebrates differences and lets individuality thrive. As part of this commitment, we actively value diversity in our workplace and learning environments as we seek to take advantage of the rich backgrounds and abilities of everyone. The diverse voices of Vanderbilt represent an invaluable resource for the University in its efforts to fulfill its mission and strive to be an example of excellence in higher education.

Vanderbilt University is an equal opportunity, affirmative action employer. Women, minorities, people with disabilities and protected veterans are encouraged to apply.

Please note, all candidates selected for an offer of employment are subject to pre-employment background checks, which may include but are not limited to, based on the role for which they have been selected: criminal history, education verification, social media review, motor vehicle records, credit history, and professional license verification.

**Vanderbilt is a community of talented and diverse staff & faculty!**

At **Vanderbilt University**, our work - regardless of title or role - is in service to an important and noble mission in which every member of our community serves in advancing knowledge and transforming lives on a daily basis. Located in Nashville, Tennessee, on a 330+ acre campus and arboretum dating back to 1873, Vanderbilt is proud to have been named as one of "America's Best Large Employers" as well as a top employer in Tennessee and the Nashville metropolitan area by Forbes for several years running. We welcome those who are interested in learning and growing professionally with an employer that strives to create, foster and sustain opportunities as an employer of choice through:

- Working and growing together as a community of communities... we are One Vanderbilt.
- Providing a work environment where every staff and faculty member can be their authentic and best self, while providing the resources and opportunities to learn and grow.
- Encouraging development, collaboration, and partnership both internally and externally while fostering the value that every member of the Vanderbilt community can lead and grow regardless of title or position.

We understand you have a choice when choosing where to work and pursue a career. We understand you are unique and have a story. We want to hear it. We encourage you to apply today so that you might become a part of our story.