

Pro Bono & Small Business Programs, Administrative Assistant

CLASSIFICATION: Admin Assistant I (Union)	SALARY: \$51,000+DOQ
DEPARTMENT: Pro Bono and Small Business	FLSA STATUS: Non-Exempt
REPORTS TO: Directing Attorney, Small Business	APPLICATION DEADLINE: Open until filled

For more than 45 years, Bet Tzedek Legal Services has provided high-quality, free legal services to Los Angeles' most vulnerable residents. Bet Tzedek's is looking for a candidate who is professional, driven, a strong and courteous communicator, and passionate about social justice issues to support our Pro Bono and Small Business teams. Bet Tzedek's Pro Bono Department develops programs, materials, and processes to recruit and manage thousands of volunteers each year across the agency's projects; these include outside pro bono counsel, in-house volunteers, and clinic volunteers. Our Small Business Development Project assists small business owners, particularly small business owners from underrepresented and marginalized communities, with their business-related issues as they seek to start, maintain, or grow their business.

ESSENTIAL DUTIES

- Maintain project and legal files and enter case, client, and community engagement information into legal database on a daily basis;
- Data entry, scanning, copying, word processing, create and maintain spreadsheets, process case files, and other administrative duties;
- Clearly and professionally communicate with clients, staff, pro bono counsel, volunteers, community partners, service providers, other agencies, and the general public, as needed;
- Manage regular flow of project information according to project processes;
- Prepare and organize spreadsheets, reports, correspondence, communications, flyers and other documents as needed, and ensure consistency of project data across all systems;
- Provide other general administrative support as requested, including recommending and implement improvements to project processes and systems;
- Assist in conducting intakes for potential clients as needed;
- Assist in organizing and producing webinars, trainings and other multiparty events on Zoom, Microsoft Teams or other virtual platforms, by communicating with multiple stakeholders and registrants;
- Other duties as assigned by supervisor or directing attorney.

QUALIFICATIONS

- AA/AS and/or BA/BS or equivalent work/life experience (required);
- Proficiency with MS Office (including Word; Power Point; Excel) and Adobe PDF (or equivalent software) (required);
- Proficiency with NetDocuments or other web-based document management system (preferred).
- Proficiency with case management systems (Kemp's PRIME, JusticeServer, LegalServer) (preferred);
- Spanish proficiency and ability to provide written and oral Spanish and English translation (required);
- At least 1-2 years of law firm or legal nonprofit experience (preferred);
- At least three years in professional office work environment (strongly preferred);
- Demonstrate an understanding and commitment to Bet Tzedek's mission of equal justice for all and Bet Tzedek's core values of leadership, community-based advocacy, and innovation (required);
- Demonstrate a commitment to diversity, equity, and inclusion (required).

HOW TO APPLY

- Email letter of interest and resume to bettzedek.8F.328@applynow.io, with “Administrative Assistant” in Subject.

Note: All positions are subject to funding; ongoing funding or employment cannot be assured.

To best serve our communities, Bet Tzedek seeks diverse staff with cultural competency reflecting our client populations. We strongly encourage candidates from traditionally underrepresented communities and historically oppressed groups to apply.