



# Temporary Office Assistant

## Job Description

**LAW Advocates Mission:** Provide free civil legal assistance to low income Whatcom County residents.

LAW Advocates' Temporary Office Assistant will provide program and event support to the agency during an employee's family leave.

**Responsible to:** Programs Assistant, Office Manager

### Program Duties:

- Respond to phone and walk-in inquiries
- Evaluate clients' needs and make appropriate placements and referrals to LAW Advocates' services, CLEAR Line, and other community services
- Screen potential clients for eligibility and conduct client intakes using LAW Advocates' case management software, LegalServer
- Schedule client appointments
- Maintain detailed notes in LegalServer
- Copy legal documents and prepare document packets for filing with the court
- Maintain program calendar on website
- Manage brochure rack in LAW Advocates' lobby

### Event Planning Duties:

- Assist with planning and implementation of LAW Advocates' annual fundraising dinner and auction
- Maintain accurate records of auction items
- Assist with silent auction basket assembly
- Friday, October 5<sup>th</sup> 2018: Work with a team to set up silent and live auction spaces, and registration and data entry stations; provide ongoing logistical support throughout the event; clean up after event
- Post Event: In the following weeks, assist with clean-up and administrative follow-up

### Qualifications:

- Interest in serving LAW Advocates' Mission
- Dependability
- Ability to commit to working 40 hours per week
  - Start Date: Monday, July 23, 2018
  - Expected End Date: Friday, November 9, 2018
- Appreciation for the sensitive nature of the confidential information and ability to maintain confidentiality

- Ability to work with people of diverse backgrounds and maintain a positive working relationship with staff members and volunteers
- Ability to serve as a positive and professional representative of LAW Advocates
- Skills with MS Word
- Ability to learn new skills quickly
- Ability to take direction from attorneys
- Strong written and verbal communication skills
- Independent worker not needing close supervision; good judgment
- Experience with crisis intervention preferred, but not required
- Availability during both daytime and evening hours Friday, October 5<sup>th</sup> to assist in day-of preparation and event logistics of LAW Advocates' annual fundraising dinner and auction

**Hours:** 40 hours per week; 8:30 am – 5:00 pm or 9:00 am – 5:30 pm, to be arranged with supervisor; plus some hours outside of regular business hours to assist with event (see Event Planning Duties above)

**Wage:** \$13.00 per hour

**To Apply:** Please submit a resume and cover letter addressing why you would be a good fit for this position to Nikki D'Onofrio, Programs Manager at [nikki@lawadvocates.org](mailto:nikki@lawadvocates.org) by June 11, 2018.