



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 5th 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 5th 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 by June 11, 2018.