



CONNECTICUT LEGAL SERVICES

A PRIVATE NONPROFIT CORPORATION
62 WASHINGTON ST. MIDDLETOWN, CT 06457
TELEPHONE (860) 344-0447
FAX (860) 346-2938
E-MAIL POVERTYLAW@CONNLEGALESERVICES.ORG

ANN TAYLOR
BOARD CHAIR

DEBORAH R. WITKIN
EXECUTIVE DIRECTOR

ADMINISTRATIVE OFFICE ASSISTANT POSITION AVAILABLE: MIDDLETOWN, CONNECTICUT

Connecticut Legal Services, Inc. (CLS) is hiring an Administrative Office Assistant (AOA) for its Middletown, CT office. The AOA is responsible for reception, office management, and providing support for CLS' administrative departments to ensure effective operation of the office. CLS seeks applicants who want to use their skills to improve the lives of low-income people.

ORGANIZATIONAL DESCRIPTION

CLS is Connecticut's largest non-profit law firm, providing free civil legal help to low-income people in areas including housing, consumer rights, family law, public benefits, education, immigration, employment, and disability law. With a staff of more than 70 advocates and volunteers in seven offices across Connecticut, CLS fights for equal justice and improved life opportunities for more than 12,000 people every year.

POSITION RESPONSIBILITIES

The AOA will be expected to:

- Perform reception duties, including answer phones, greet visitors, and respond appropriately to all legal assistance requests;
- Maintain CLS' common reception, meeting, and waiting areas, and communicate with vendors regarding needs and maintenance of the office;
- Process agency-wide purchasing requests;
- Provide clerical support for CLS' administrative departments; and
- Collaborate on and perform special projects as needed.

REQUIRED QUALIFICATIONS

- Strong communication (writing and speaking) and interpersonal skills;
- Strong organizational skills;
- Proficiency in and/or ability to learn to use Microsoft Office Suite and other basic computer programs;
- Demonstrated ability to meet deadlines, work as part of a team, and to manage and complete multiple tasks simultaneously; and
- Commitment to CLS' mission.

PREFERRED QUALIFICATIONS

Applications from people with experience in or connections to low-income communities are especially welcome. Spanish language fluency is strongly preferred.



START DATE

January 2, 2019 or as soon as possible afterwards

COMPENSATION

Salary depends on experience; this is a 35-hour/week position with vacation/leave, health, and retirement benefits.

APPLICATION INSTRUCTIONS

Please send applications – including a cover letter, resume, and the names and contact information for three references – to: apply@connlegalservices.org. CLS invites all applicants to include in their cover letter a statement about how your unique background and/or experiences might contribute to the diversity, cultural vitality, and perspective of our staff and legal services practice.

Please type your name (Last, First) and “AOA Application” as the only contents in the subject line of your e-mail.

Application deadline: Wednesday, December 5, 2018

Connecticut Legal Services is an Equal Employment Opportunity Employer