

ADMINISTRATIVE OFFICE ASSISTANT POSITION AVAILABLE
(Spanish fluency required)
Middletown, Connecticut

Connecticut Legal Services, Inc. (CLS) is hiring an Administrative Office Assistant (AOA) for its Middletown, CT office. The AOA helps ensure the effective operation of the office, and is primarily responsible for providing support for CLS' administrative departments, and performing reception duties for callers and visitors. CLS seeks applicants who want to use their skills to improve the lives of people living at or below the federal poverty level.

ORGANIZATION 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:

- Process agency-wide purchasing requests;
- Run computerized reports;
- Provide clerical support for CLS' administrative departments;
- Perform reception duties, including answer phones, greet visitors, schedule meeting rooms, set up/break down meetings in office, and respond appropriately to all legal assistance requests;
- Maintain CLS' common reception and waiting areas, and communicate with vendors regarding needs and maintenance of the office;
- Provide language interpretation and/or translation as needed, and
- Collaborate on and perform special projects as needed.

REQUIRED QUALIFICATIONS

- Spanish language fluency
- Strong organizational skills
- Proficiency in Microsoft Excel, Word, Outlook, and other basic computer programs and case management databases
- Demonstrated ability to meet deadlines, manage and complete multiple tasks simultaneously
- Demonstrated accuracy with attention to detail

START: ASAP

COMPENSATION: Salary range \$50,000 - \$56,000/year (depending on experience). CLS provides a generous benefits package, including excellent health, vision, and dental benefits, and vacation, sick, and personal leave, as well as paid holidays. CLS also offers a 401k plan, and provides ongoing training and support to all staff.

APPLICATION: Applicants should send a cover letter, resume, and the names and contact information of three references to applications@ctlegal.org. In your cover letter include how your background and/or experience contributes to a DEI perspective and service practice. In order to expedite the internal sorting and reviewing process, please type your name (Last, First) and “AOA Application” as the only contents in the subject line of your e-mail.

For more information about CLS, visit <http://ctlegal.org>