



**Job Title:** Administrative Assistant (Temporary)

## Position Summary

Under the direction of the Director of Development, the Administrative Assistant will primarily provide support in meeting LACLJ's development goals including assisting with the agency's annual fundraising gala and virtual run/walk.

**About the Organization:** The mission of Los Angeles Center for Law and Justice (LACLJ) is to secure justice for survivors of domestic violence and sexual assault and empower them to create their own futures. Located in East Los Angeles, LACLJ is a 40-person non-profit law firm serving survivors throughout Los Angeles County. LACLJ's primary practice areas are family law and immigration. However, LACLJ strives to provide clients with holistic legal services and has both a growing criminal justice advocacy and appellate practice. LACLJ provides free legal services and is committed to trauma-informed and culturally-responsive services that center the safety and well-being of our clients and staff. Through our integrated legal/social work service model, LACLJ Community Advocates (CAs) provide supportive services such as education, safety planning, accompaniment, and linkages to other service providers as part of the legal team.

## Essential Functions:

- Process donations and maintain accurate donor files, including giving histories and contact information. Build mailing lists and create donor reports as needed.
- Support logistics for annual fundraiser and other events, such as coordinating vendors, managing timelines and checklists, tracking RSVPs and ticket requests, and overseeing event registration.
- Support the planning and implementation of annual virtual run/walk fundraiser
- Assist in preparing development-related communications, such as invitations, save-the-dates, appeals letters, stewardship communications, and acknowledgments.
- Assist in preparing LACLJ's e-newsletter, posting content to website and social media, and other tasks related to online fundraising and communications efforts.
- Create content through recording client testimonials, interviewing program managers, and developing simple graphics.
- Provide administrative support such as scheduling appointments, monitoring development-related voicemail and email, managing mail, and coordinating meetings with volunteers and donors.
- Assist with coordinating board and board committee meetings, preparing materials, and taking minutes

**Other Duties:** Adheres to standards of professional responsibility; adheres to all LACLJ policies and procedures, including the standards set forth in the Performance and Evaluation Standards; participates in mandatory staff trainings and meetings; other duties as assigned.

## Qualifications:

- B.A. or B.S. degree
- 1-3 years of administrative experience
- Excellent Word, Excel, Outlook, and PowerPoint skills
- Excellent interpersonal skills and demonstrated ability to work with the public and with volunteers
- High level of attention to detail required
- Skill in working independently and following through on assignments with accuracy and minimal direction



# **JOB ANNOUNCEMENT**

- Ability to work occasional evenings and weekends as required by events and deadlines
- Prior experience handling confidential information including information involving cash and credit card transactions.
- Passion for working with survivors of domestic violence and/or sexual assault
- Prior experience working with databases (Neon, RunSignUp and MobileCause experience a plus)
- Education and/or experience that demonstrates an understanding of the needs of low-income persons, immigrants and/or other under-served, under-represented populations

## **Desired Knowledge, Skills and Abilities**

- Working knowledge and experience with Canva and Adobe Creative Suite (including Photoshop, InDesign, Illustrator)
- Prior experience working with website content management systems (WordPress experience a plus)

## **Working Conditions and Physical Requirements:**

- Work to be performed remotely or in an office setting at a work station with participation in in-person meetings and activities as needed
- Incumbent will be required to concentrate on tasks while facing distractions and will be required to attend meetings
- Use of office machines such as computers, photocopiers and telephones, in addition to virtual office platforms
- Ability to travel to the LACLJ main office at 5301 Whittier Blvd. in East Los Angeles and throughout Los Angeles County as needed

**Salary and Benefits:** The Administrative Assistant position is a non-exempt position with an hourly rate of \$20-\$23 depending on experience.

**To Apply:** Please email a cover letter and resume to [marilyn@lajl.org](mailto:marilyn@lajl.org) with the position title in the subject header. Estimated start date of the position is February 1, 2022. Applications will be accepted until the position is filled.

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