



JOB ANNOUNCEMENT

Job Title: Administrative Assistant (Full Time)

Position Summary: Under the direction of the Director of Grants & Contracts, the Administrative Assistant will primarily support grants management including coordinating and assisting with grant proposals, reporting and compliance.

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:

- Provide general administrative support including copying, scanning, and maintaining web-based and paper files.
- Coordinate and maintain LACLJ's grant calendar, including scheduling meetings and recording grant deadlines.
- Submit reports, proposals, and compliance documents to grant funders.
- Adds new grants into LACLJ's fiscal, administrative, and program systems.
- Provides support to the Grants Team throughout the award process including award letters, agreement process, compliance, and reporting.
- Assist with grant funder site visits and monitoring.
- Assist with data entry and tracking of awarded grants expectations. including deliverables, outcomes, compliance, and volunteer hours.

Qualifications

- Bachelor's degree in Arts or Science
- 1-3 years of administrative experience
- Strong technology and software skills including MS Outlook, Word, Excel, internet searches, etc.
- Ability to meet deadlines and perform multiple tasks with a strong attention to detail
- Excellent written and verbal communication skills
- Ability to work successfully with people from diverse backgrounds and all levels of personnel
- Valid driver's license and insurance and/or reliable transportation required for out-of-office travel as required by the position.

Working Conditions and Physical Requirements:

- Work will be performed remotely or in an office setting at a work station with participation in in-person meetings and activities.

- Use of office machines such as computers, photocopiers, scanners and telephones is a regular part of this position whether working remotely or in the office.
- 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 is a non-exempt position with an hourly rate of \$20.87 to \$24.72 per hour depending on experience. LACLJ offers full-time staff a 35-hour work week, casual office environment and a generous benefits package and paid vacation leave including 100% employer-paid medical (Kaiser), dental, vision, long-term disability, life insurance and the option to participate in a 403(b) retirement plan and dependent and health flex savings accounts (FSA).

To Apply: Please send a cover letter and resume to Marilyn Florentino, Office Administrator, via email to marilyn@lajl.org with the position title in the subject header. Resumes will be accepted until the position is filled.

The Los Angeles Center for Law and Justice is an equal opportunity employer and does not discriminate on the basis of race, religion, color, sex, disability, or sexual orientation.