



JOB DESCRIPTION

Position:	Administrative/Legal Assistant
Reports to:	Vice President of Human Resources and Senior Vice President, General Counsel and Director of Community Programs
Job Summary:	Provide administrative and legal support to various departments, as well as, provide a welcoming atmosphere to guests when covering the reception desk.
Job Classification:	Full-time, non-exempt Monday through Friday, 40 hours per week
Hourly Range:	\$16.50 - \$22.50 per hour Starting wage based on experience
Benefits:	Medical, Dental, Vision, Paid Time Off, and 403(b) Other benefits may be available

ESSENTIAL DUTIES AND RESPONSIBILITIES

Administrative Assistant:

- Provide coverage for receptionist and greet all visitors and be able to answer their questions and assist with their needs, to include sort incoming mail and meter outgoing mail
- Ensure all safety, security, and accountability regulations are enforced pertaining to property, buildings, and visitors
- Interact professionally and confidently with high-profile guests and VIPs, in person, electronically and telephonically
- Provide support to the Executive Chairman's office on an as needed basis
- Work with and coordinate with El Pomar Trustees, Staff, Fellows and Interns
- Enter sponsorships and contributions requests in Salesforce
- Create and distribute El Pomar internal invitations to sponsorship events and maintain the sponsorship and contributions spreadsheet
- Research, create and distribute El Pomar internal invitations to sponsorship events
- Send event confirmation emails and ensure attendees have event necessary information
- Communicate, as necessary, with supervisor about matters of importance or concern
- Perform other duties as assigned

Legal Assistant:

- Provide administrative support for Senior Vice President, General Counsel and Director of Community Programs while updating computer files, perform general database management and proactively manage and maintain appointment calendar for both internal and external meetings

- Establish legal filing system and ongoing and maintain all legal files, both electronic and paper
- Conduct factual and legal research from time to time
- Prepare, organize meeting and/or legal materials to include creating binders, etc.
- Draft, edit, proofread and format written materials as needed
- Assist with managing payment of legal invoices
- Manage and file annual attorney membership filings to include Continuing Legal Education credits for more than one state

KNOWLEDGE, SKILLS AND ABILITIES

- Strong sense of customer service and approachability
- Ability to multi-task and problem solve under sometimes short or conflicting deadlines
- Excellent communication (oral and written) and interpersonal skills
- Ability to work independently, as well as a contributing member of a team
- Strong attention to detail
- Proficiency in MS Office products
- Knowledge of or ability to learn Constant Contact
- Knowledge of or ability to learn Salesforce
- Knowledge and use of legal terminology
- Ability to meet established deadlines
- A desire to proactively develop new skills to enhance overall job performance

REMOTE WORKING

This position does not qualify for remote working.

QUALIFICATIONS AND PHYSICAL DEMANDS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Applicants should be honest, confident, personable and professional.

This position requires the ability to work in a professional courteous manner and honor the Foundation's recognized RITE values of respect, integrity, teamwork and excellence, as well as, the Foundation's operating commitment of being resourceful, relational, responsive, resilient and reliable.

A successful candidate must have an Associate's Degree and a minimum of two (2) years of legal administrative support experience, preferably in a legal office setting.

While performing job duties, the employee will occasionally be required to bend and lift up to 20 pounds.

The requirements listed above are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Hiring is subject to employment pre-screening (background check).