

CONTRA COSTA SENIOR LEGAL SERVICES

2702 Clayton Rd. Ste. 202
Concord, CA 94519

ADMINISTRATIVE ASSISTANT—PART TIME

JOB DESCRIPTION

Contra Costa Senior Legal Services (CCSLS) is a dynamic nonprofit whose mission is to improve the lives of older adults in the County. Our team of lawyers, support staff and volunteers provides urgent legal services to those facing eviction, law suits by unscrupulous creditors, and those needing protection from elder abuse. We are looking for a collaborative team member who shares our commitment to making justice available to a vulnerable population.

Duties and Responsibilities

Answers telephone, greets clients, conducts intakes and makes appointments for CCSLS legal staff; assists CCSLS staff in day to day office operations; provides general clerical support and client file maintenance; Performs such other support duties and responsibilities as needed. Breakdown of time is approximately:

- 80% - Answers telephone, greets clients, conducts intakes and makes appointments for CCSLS legal staff
- 10% - assists CCSLS staff in day to day office operations
- 5% - provides general clerical support and client file maintenance;
- 5% - performs such other support duties and responsibilities as needed.

The position is part-time, 25 to 30 hours per week. Some remote work is acceptable.

Requirements

Professional office skills, including phones
Proficiency in Word, Excel, and PowerPoint (Access highly desired, but not required)
Interpersonal skills / willingness to listen.
Good writing, verbal and research skills.
Experience working with nonprofits, law firms, and/or older adults desirable.
AA Degree

Salary: \$18 to \$20 per hour DOE

CCSLS is an equal opportunity employer and is committed to hiring a diverse staff. Members of minority groups, immigrants, persons with disabilities, older adults and members of the LGBT community are encouraged to apply. Please send a cover letter and resume to Jason Schwarz via email to: jason.schwarz@ccsls.org, or to the address listed above.