



*Breaking Barriers to Justice*

## **Legal Assistant—Administrative Office**

Land of Lincoln Legal Aid, Inc. seeks a **Legal Assistant** for its Administrative Office. The Legal Assistant works to support the Administrative Office in a variety of ways. This position supports senior managers with office administration and will be tasked with assisting on grants, technology support, human resources, and other duties as assigned.

Land of Lincoln Legal Aid provides free civil legal services to low-income individuals in 65 counties in Illinois. We are committed to working for justice with those whose voices might otherwise not be heard; to empower individuals to advocate for themselves; and to make positive changes in the communities we serve. Our attorneys provide holistic legal advocacy in partnership with community organizations, social service agencies, and faith-based groups.

### **Responsibilities include:**

- Secretarial support to administrative office directors.
- Oversee and maintain adequate supplies for office.
- With administrative coordinator, answer administrative office phone.
- Assist with Grants, HR, IT and Finance tasks.
- Other duties as requested

### **Qualifications:**

- Four (4) years secretarial experience. Ability to type 60+ wpm.
- Computer proficiency required, including O365 or similar platforms; broad technology experience a plus.
- Self-starter; Demonstrated ability to work individually and in team environment.
- Attention to detail, as well as excellent verbal, interpersonal, analytical, writing, and organization skills
- Strong commitment to social and racial justice
- Sensitivity to and understanding of challenges facing low-income persons from diverse social, economic, and racial/ethnic backgrounds.

### **Special Working Conditions and Demands:**

- Applicants must have reliable transportation
- The position is primarily office-based but applicants must have reliable home broadband internet

### **Compensation:**

\$44,000/year and up, depending on experience. Excellent insurance and retirement benefits.

**Please send a cover letter and resume to email below. Include “Administrative Office Legal Assistant” in subject line. Calvin Hwang, Deputy Director of Finance and Administration, c/o [avivod@lincolnlegal.org](mailto:avivod@lincolnlegal.org)**

**Land of Lincoln is an equal opportunity employer and strongly encourages applications from people of color, persons with disabilities, women, LBGTQIA+, and gender non-conforming applicants.**