



## LEGAL ASSISTANT

Land of Lincoln Legal Aid 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 providing justice for 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 but are not limited to:**

- Secretarial support to administrative office directors
- Oversee and maintain adequate supplies for office
- With the 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 organizational skills
- Sensitivity to and understanding of challenges facing low-income persons from a variety of backgrounds
- Strong commitment to justice for all

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

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

**Compensation:** \$44,000 - \$58,500 (depending on experience). Excellent insurance and retirement benefits; excellent leave benefits. Land of Lincoln is a 501(c)(3) non-profit and is an eligible employer for the public service loan forgiveness programs.

**Please send a cover letter and resume with subject line “Administrative Office Legal Assistant” via email to:** Dawn Beasley, Human Resources Director, at [dbeasley@lincolnlegal.org](mailto:dbeasley@lincolnlegal.org)

*Land of Lincoln is an equal opportunity employer and encourages applications from people of color, persons with disabilities, women, LBGTQIA+ gender non-conforming individuals, and people with life experiences or educational backgrounds that add to our diversity and our capacity to provide high quality legal aid.*