



Administrative Assistant

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.

Land of Lincoln Legal Aid seeks an Administrative Assistant for its Administrative Office. The Administrative Assistant supports the administrative leadership team by providing comprehensive administrative and project support. This position plays a central role in ensuring the smooth day-to-day operations and provides support across finance, grants, human resources, facilities, and related administrative functions, as assigned.

Responsibilities include but are not limited to:

- Support day-to-day administrative operations for the administrative floor, serving as the initial point of contact, managing inquiries, mail, and communication flow.
- Provide administrative support to Grants, Finance, and Human Resources, including document preparation, data entry, recordkeeping, and maintenance of spreadsheets, reports, and tracking tools.
- Coordinate meetings, scheduling, video conferencing, and preparation of related materials.
- Provide project and administrative support from proposal development through completion by tracking tasks, timelines, deliverables, and follow-ups.
- Conduct research using online databases and prepare summaries, correspondence, and other written materials for proposals, reports, and submittals.
- Obtain vendor quotes and assist with procurement and facilities-related requests.
- Perform other related duties as assigned.

Qualifications:

- Minimum of five (5) years of experience providing administrative support.
- Strong ability to work independently and collaboratively in a team-based environment, exercising sound judgment, initiative, and accountability.
- Excellent interpersonal, verbal, and written communication skills.
- Exceptional attention to detail, organization, proofreading, and time-management skills; ability to prioritize multiple tasks in deadline-driven environments.
- Demonstrated discretion in handling confidential and sensitive information.
- Reliable, punctual, and professional work ethic.
- High proficiency in O365.

Special Working Conditions and Demands:

- Applicants have reliable transportation
- The position is 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 Assistant” via email to: Dawn Beasley, Human Resources Director, at 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.