



ADMINISTRATIVE SECRETARY – EASTERN REGIONAL OFFICE

Passionate about helping low-income individuals with a range of civil legal issues?

Join Land of Lincoln Legal Aid to make a long-term impact!

Land of Lincoln Legal Aid seeks a Full-Time Administrative Secretary for its Eastern Regional Office located in Champaign, Illinois. Land of Lincoln 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.

Land of Lincoln staff work with community organizations, social service agencies, and faith-based groups to deliver holistic legal services. The Administrative Secretary will serve as an office manager, provide administrative and clerical support to staff, and assist the managing attorney with various responsibilities so that the Eastern Regional Office can efficiently serve a high volume of individuals.

Responsibilities include:

- Support the Managing Attorney in the day-to-day operation of the office, including coordinating office supplies, facility needs, personnel records, and other administrative functions
- Serve as a resource regarding office policies and procedures and assist with the preparation of required reports
- Assist with onboarding new employees
- Provide basic technological support to office staff, including troubleshooting routine issues and providing user assistance and training
- Perform other duties as assigned

Qualifications:

- Minimum of two (2) years of legal secretarial experience or four (4) years general secretarial experience
- Ability to communicate effectively in a pleasant and professional manner
- Ability to work with other staff and to perform assigned duties with minimal supervision
- Highly organized, capable of managing multiple responsibilities simultaneously
- Excellent verbal and written communication skills, including strong attention to detail
- Excellent problem-solving skills, including the ability to quickly identify and resolve issues
- Must be skilled with technology, including PCs, Zoom, and Microsoft Office programs
- Highly motivated, with desire to work in fast-paced environment
- Commitment to social justice
- Demonstrated ability to build relationships and work with people of diverse social, economic, and racial/ethnic backgrounds

Compensation:

\$50,650.00 - \$73,500 dependent on experience. Excellent insurance and retirement benefits. Land of Lincoln Legal Aid is a 501(c)3 and an eligible employer for the federal public service loan forgiveness program.

Please send a cover letter and resume to Susan Zielke, Managing Attorney of the Eastern Regional Office, szielke@lincolnlegal.org