



COMMUNITY  
LEGAL SERVICES  
IN EAST PALO ALTO

## JOB ANNOUNCEMENT: ADMINISTRATIVE ASSOCIATE

Office Location: Menlo Park

Position is open until filled. Priority application deadline: July 19, 2019

Community Legal Services in East Palo Alto, a non-profit organization, offers legal services that improve the lives of low-income families in East Palo Alto and beyond. We specialize in housing, immigration, workers' rights, re-entry and consumer law. We combine policy, advocacy and impact litigation with direct legal services. Our impact is magnified by the support we receive from hundreds of impassioned volunteers at law firms, corporations, and law schools. We have six offices throughout the Peninsula.

The Administrative Associate provides vital administrative support to our agency. This position reports directly to the Deputy Director.

### **Essential Duties and Responsibilities**

1. Plan and manage meetings and conference calls, including coordinating logistics, preparing materials, and taking and disseminating notes.
2. Coordinate and plan staff retreats, trainings, celebrations and events.
3. Provide administrative support to the Board of Directors, including coordinating Board meeting logistics, preparing meeting packets, assisting with the recruitment of new Board members, and maintaining Board files.
4. Assist our HR Manager with hiring, onboarding and training of new staff, including posting job announcements, coordinating application materials, scheduling interviews, and preparing onboarding materials.
5. Assist with basic technology needs, including computers, cloud server, email, calendar, and software issues, under the supervision of our IT consultant and HR Manager.
6. Assist our Operations Manager with managing the needs of our six offices and coordinating office moves.
7. Other administrative duties as needed on special projects and day-to-day operations.

### **Knowledge, Skills, & Abilities**

1. Ability to prioritize and multi-task
2. Strong organizational skills and attention to detail
3. Demonstrated success in following through and completing routine tasks
4. Proficient computer skills
5. Excellent listening and communication skills
6. Commitment to serving low-income and under-served communities
7. Position requires participation in occasional weekend and evening projects

**Salary:** Hourly wage is the equivalent of an annual salary of \$49,000 or higher (depending on experience). Benefits include medical, vision, dental, life and disability insurance, and paid leave. CLSEPA also offers a flexible spending plan, for qualified health and child care expenditures.

**To Apply:** Send resume, cover letter, writing sample, and list of three references to [jobs@clsepa.org](mailto:jobs@clsepa.org) with "Administrative Associate" in the subject heading. No calls please. **In your cover letter, please address the following in order for your application to be considered.** CLSEPA's clientele is extremely diverse, and the majority of our clients are low income persons of color. It is critical that our staff work effectively in all cross-cultural situations, with clients, with our coworkers, and with the community, and that we create an inclusive and respectful workplace in which differences are acknowledged and valued. How do you think your personal background or experiences, professional or otherwise, have prepared you to contribute to our commitment to cultural humility and diversity amongst our staff? Feel free to think broadly about your response to this question, applying various aspects of your life and personal experiences.

*We are an equal opportunity/affirmative action employer that provides equal employment opportunities to all qualified employees/applicants in all of our employment practices without regard to race, religion, color, sex or gender (including gender identity, pregnancy, childbirth, lactation, pregnancy- and childbirth-related medical conditions), sexual orientation, national origin, ancestry, age, uniform-service member/veteran status, marital status, medical condition, physical or mental disability, taking/requesting statutorily protected leave or any other basis protected by law.*