

Legal Assistance of Western New York, Inc. ®



We provide free legal aid to people with civil legal problems in western New York.

www.lawny.org

Administrative Assistant- Jamestown, Elmira, or Ithaca

POSITION ANNOUNCEMENT (September 2020)

PART-TIME ADMINISTRATIVE ASSISTANT

Legal Assistance of Western New York, Inc.® (LawNY) has an immediate opening for a part-time Administrative Assistant, who will work with LawNY's regional pro bono team and report to LawNY's Director of Pro Bono Affairs.

The Administrative Assistant will be responsible for providing administrative support for the regional pro bono team, including: responding to volunteer inquiries and processing volunteer applications, maintaining volunteer lists and contacts, organizing and scheduling meetings, collecting and analyzing data, and conducting program reports and evaluations.

Funding for this position is secure for a one-year period, related to a grant that will run from 10/1/2020 - 9/30/2021 to expand services to our clients through pro bono volunteers throughout our 14-county service area. This position can be located in LawNY's Jamestown, Elmira, or Ithaca office, though due to COVID-19 restrictions, it is currently remote.

Program Description:

LawNY is a not-for-profit law firm providing civil legal services to low-income clients in a 14-county area of Western New York, including the Finger Lakes and Southern Tier regions. It is LawNY's mission to increase access to justice through excellent legal representation, advocacy and service. LawNY's vision is a society where access to justice is not determined by one's social or economic status. LawNY seeks to address systemic inequalities and injustices and foster racial, social and economic justice.

LawNY is committed to equitable inclusion across race, gender, sexual orientation, gender identity, age, ability, sex, religion, economic circumstances, ethnicity, national origin, and culture. We are striving to transcend the construct of race and be an anti-racist law firm. We encourage staff to bring their whole selves to work each day and pledge to celebrate every aspect of who they are.

Requirements:

An associate degree or equivalent experience and a demonstrated commitment of service to the populations we serve are required. Proficient knowledge of Microsoft Office software, Google Apps for business, and Windows computer applications, creating or merging spreadsheets and forms, preparing general office correspondence and maintaining computer files is required.

Salary:

Salary is dependent on experience. The salary range for a part-time Administrative Assistant who is credited with 0-5 years of experience is \$13,650 to \$15,925. LawNY also provides an excellent health insurance, disability and employee benefits package.

Applications:

Anyone interested in applying should send a cover letter describing their interest and qualifications, a resume, and three references. Interviews will be conducted on a rolling basis. Applications will be accepted until the position is filled. Applications should be sent to the attention of Kelly McGovern, Esq., Director of Pro Bono Affairs at: lawnyapplications@lawny.org.

Legal Assistance of Western New York, Inc.® (LawNY) is an equal opportunity employer. LawNY encourages applications from diverse candidates. LawNY welcomes applications regardless of race, color, religion, sex, gender identity, sexual orientation, pregnancy, national origin, age, disability, genetic information or any other consideration protected by law. This position is

considered non-exempt pursuant to the Fair Labor Standards Act.

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