Job Posting - Children’s Law Center of Massachusetts

Administrative Assistant/Office Manager

GENERAL RESPONSIBILITIES:

The Administrative Assistant/Office Manager will assist in the running of the CLCM office.

SPECIFIC RESPONSIBILITIES & FUNCTIONS:

Specific duties include:

• Answer and direct telephone calls on main CLCM line; screen callers for eligibility for CLCM’s legal aid; enter intake into agency database and relay messages to staff
• Monitor and order office supplies; keep office supply area organized
• Assist preparation of agency board meetings and maintain records of same
• Oversee postal needs, including getting, opening, and sorting incoming office mail, and processing outgoing mail
• Provide translation services when needed
• Process donations, including keeping a log of incoming checks and donations
• Monitor and oversee maintenance of office equipment such as photocopier, fax machine, computers, and postage meter, and assist staff and volunteers with equipment
• Provide support to the Accountant, Deputy Director, and Director
• Assist in coordination of trainings and training of interns/volunteers, as appropriate
• Assist with fiscal and banking responsibilities, as needed
• Assist with administrative components of human resources, including payroll, benefits, leave time, and record keeping, as required
• Assist attorneys and management with opening and closing case files, record keeping, data upkeep, and filing
• Assist with updates of data reports and systems for tracking of data, as needed
• Prepare bills for court-appointed cases monthly or bi-monthly
• Provide technological support to office, including assisting in use of programs and equipment, as necessary, and act as liaison to Central Technologies; and
• Assist in maintenance and updates of CLCM website

QUALIFICATIONS:

• Associate or Bachelor Degree
• Experience in administrative work
• Excellent organizational, communication and problem-solving skills;
• Experience working with low-income populations, preferably including work with children and communities of color
• Spanish language fluency required; and
• Demonstrated commitment to rights of low-income populations
• Excellent interpersonal skills, including ability to interface with wide range of professionals and personalities
• Ability to work both independently and in teams.
Competitive salary and benefits. To apply, mail a cover letter, resume and two references to: Children's Law Center of MA, PO Box 710, 2 State Street, Lynn, MA 01903 or send an e-mail to j.mcmanus@clcm.org. No phone calls, please.

CLCM is an equal opportunity employer, committed to diversity in the workplace and encourages all applicants, regardless of age, race, national origin, religion, gender, disability or sexual orientation to apply.