



JOB ANNOUNCEMENT ADMINISTRATIVE ASSISTANT

For underserved families in crisis, Levitt & Quinn Family Law Center is the leading provider of legal services and support delivering timely, accessible, and innovative family law services. Our team of dedicated lawyers, legal assistants, and volunteers stabilize families every day, securing orders about custody and support, returning abducted children to their custodial parent, and facilitating adoption of children in need of a safe and permanent home.

Levitt & Quinn is hiring an Administrative Assistant to help support this work.

RESPONSIBILITIES:

Reporting to and working closely with the Executive Director, the Administrative Assistant's responsibilities include:

- *Special Events*: Help the Executive Director to plan, manage, and execute the annual fundraising gala and other special events.
- *Liaison*: Communicate directly, and on behalf of the Executive Director, with board members, donors, foundation staff, and others. Support and liaise with L&Q's board and Leadership Council.
- *Communications*: Create, design, and manage content for L&Q's internal and external communications and messaging. Update and maintain website and social media pages.
- *Reporting*: Extract and apply internal and external data to tell L&Q's story.
- *Technology coordinator*: Serve as liaison between staff and the outsourced IT/managed services provider.

QUALIFICATIONS:

- B.A. or B.S. required, and a minimum of 2 years nonprofit experience preferred.
- Passion for L&Q's mission, with the desire and ability to support our staff and board, and effectively engage with our stakeholders.
- Excellent written and oral communication skills that define L&Q's work and communicates our vision and our value to the community.
- Detail-oriented, self-motivated collaborator with a flexible and adaptable style that motivates others.
- Demonstrated ability to professionally manage multiple demands and achieve high-quality results.
- High skill in Outlook, Word, Publisher and Excel is required. Knowledge of eTapestry (or Raisers Edge), WordPress, Constant Contact, GrantHub, and similar programs preferred. Experience using graphic design software and AbacusLaw (or other case management software) is a plus.

HOW TO APPLY:

Compensation: Competitive salary dependent on experience. Generous benefits package.

Applications: Send a resume, a cover letter explaining your interest in the position, and three (3) professional references who can speak directly to the above qualifications to shulse@levittquinn.org. Write "Administrative Assistant" in the subject line of your email. We will consider applications from qualified individuals until we fill the position.

LEVITT & QUINN FAMILY LAW CENTER IS AN EQUAL OPPORTUNITY EMPLOYER AND DOES NOT DISCRIMINATE BASED ON RACE, RELIGION, COLOR, GENDER, DISABILITY, OR ORIENTATION. MILITARY VETERANS ARE STRONGLY ENCOURAGED TO APPLY.