



JOB ANNOUNCEMENT OFFICE ADMINISTRATOR

LevittQuinn is a nonprofit family law center protecting children and standing with family members in crisis. 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.

LevittQuinn is hiring an Office Administrator to support this work. This position reports to the Executive Director.

RESPONSIBILITIES:

Finance: Financial statements and bank reconciliation in coordination with outside accountant; Time sheet accounting and payroll; Accounts payable and receivable; Actively assist in preparing the yearly budget and the annual audit.

Facilities and Purchasing: Manage vendor and contractor relationships; Maintain records of capital equipment, leases, and contracts; Administer maintenance plan for the owned facility; Purchase goods and services within budgetary guidelines; Purchase and maintain all insurance policies and related records.

Human Resources: Coordinate employee benefits; Manage compensation plan and procedures, and answer related questions; Maintain employee files, onboard new staff, and ensure timely performance evaluations; Maintain the employee handbook and other written administrative policies and procedures, including maintaining the template library of internal and external organizational documents.

Staff Supervision: Directly supervise Administrative Assistant and Legal Assistants; Coordinate the office workflow in consultation with the management team. Provide feedback, accountability, and development opportunities for direct reports.

QUALIFICATIONS:

- B.A. or B.S. required. Minimum 2 years nonprofit or law office administration experience preferred.
- Passion for LQ's mission, with the desire and ability to support our staff and organization to excel.
- Excellent written and oral communication skills.
- 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 Microsoft Office 365, QuickBooks, and Paychex (or a similar payroll system) is required. Experience using AbacusLaw (or other legal case management software) is preferred.

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 "Office Administrator" in the subject line of your email. We will consider applications from qualified individuals until we fill the position.

LEVITTQUINN 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.