



## JOB ANNOUNCEMENT OFFICE ADMINISTRATOR

LevittQuinn is a nonprofit family law center protecting children and standing with family members in crisis. Each year LevittQuinn's attorneys, staff, and volunteers help thousands of people throughout Los Angeles County to resolve issues with child and spousal support, custody and visitation, domestic abuse, divorce, parentage, and adoption.

Reporting to and working closely with the Executive Director, the Office Administrator's responsibilities include:

- Special Events:** Help the Executive Director to plan, manage, and execute the annual fundraising gala and other special events
- Liaison and Communications:** Communicate directly, and on behalf of the Executive Director, with board members, donors, foundation staff, vendors, and others. Support and liaise with LQ's board and Leadership Council. Assist to create, design, and manage content for LQ's internal and external communications and messaging, as well as helping to update and maintain website and social media pages.
- Office Admin:** Financial statements and bank reconciliation in coordination with outside accountant; Time sheet accounting and payroll for a staff of nine; Accounts payable and receivable; Maintain records of capital equipment, leases, and contracts; Purchase goods and services within budgetary guidelines; Maintain all insurance policies and related records. Maintain employee files and assist with new staff onboarding; Maintain the employee handbook and other written administrative policies and procedures as directed, including helping to maintain the template library of internal and external organizational documents.

### QUALIFICATIONS:

- B.A. or B.S. required. A minimum of 2 years nonprofit experience preferred.
- Passion for LQ'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 LQ'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 Office is required. Knowledge of DonorPerfect, WordPress, Constant Contact, QuickBooks, ADP, and similar programs preferred. Experience using graphic design software such as Canva, and AbacusLaw (or other case management software) is a plus.

### HOW TO APPLY:

**Compensation:** 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](mailto: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.