



JOB ANNOUNCEMENT RECEPTIONIST

For financially vulnerable families in crisis, LevittQuinn 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.

LevittQuinn is hiring a Receptionist to help support this work.

Reporting to the Supervising Attorney, the Receptionist supports LevittQuinn's mission of protecting children and standing with family members in crisis. Essential duties include:

- Presenting a professional and welcoming manner to all who seek to access LevittQuinn;
- Answering phone calls and responding to emails in a friendly and professional manner, appropriately directing clients and other callers;
- Ensuring accurate and timely data entry into the LQ case management system;
- Timely sorting and distribution of mail;
- Scanning, copying, and organizing paper and electronic files;
- Assisting with tracking and ordering office supplies;
- Tracking and reporting on intake demographics, and
- Assisting staff attorneys with language interpretation and document translation as necessary and appropriate.

Qualifications:

- Demonstrated commitment to LevittQuinn's mission;
- Ability to communicate effectively orally and in writing, in both English and in Spanish, is required;
- Strong technology and software skills, including Microsoft Office Suite and Adobe. Experience with Clio is helpful. Skilled at and enjoys tracking and interpreting data.
- 1+ years of administrative support experience, as well as comfortable working in a small and collaborative team environment.

Compensation: This is a full-time, non-exempt in-person position. \$24.75 to \$26.00 per hour depending on experience. Competitive benefits package.

Applications: Send 1) a resume, 2) a cover letter explaining your interest in the position, and 3) three (3) professional references who have direct knowledge of your qualifications to Ana M. Storey at astorey@levittquinn.org. Write "Receptionist" in the subject line of your email.

Deadline: We will consider applications from qualified individuals until we fill the position.