



**POSITION TITLE:** Administrative Assistant (Temporary)

**REPORTS TO:** Executive Director and Executive Coordinator & General Counsel

**WORKSITE:** Omaha, Nebraska

**HOURS:** Full Time: 40 Hours Per Week

M-F 8:30 AM – 5:00 PM

Some evenings and weekend events may be required

**ORGANIZATIONAL DESCRIPTION:** Immigrant Legal Center (ILC) is a non-profit organization welcoming immigrants into our communities by providing high-quality legal services, education, and advocacy. ILC is an affiliate of the national Justice For Our Neighbors network.

**RESPONSIBILITIES OF THE POSITION:** This position is responsible for providing administrative, operations and legal assistance for the Executive Director and the Executive Coordinator & General Counsel. Under their supervision, the Assistant will carry out assigned tasks to maintain efficient, high-quality legal office operations for ILC.

This is currently a temporary position for six months from the date of hire with the potential to develop into a permanent position.

## **MAJOR DUTIES OF THE POSITION:**

### **I. Administrative Support**

1. Support Executive Director (“ED”) & Executive Coordinate & General Counsel (“GC”) with special directives and action steps resulting from internal meetings.
2. In collaboration with ED and GC assist in planning, coordination and executing special projects as needed.
3. Take and transcribe minutes as requested for meetings.
4. Arrange meetings and all meeting details for ED and/or GC to include meeting notification, time verification, conference room scheduling and AV needs.
5. Screen ED and GC calls, take messages and answer or redirect questions.
6. Draft and process ED and GC’s correspondence.
7. Assist in preparation for staff, leadership team, Board and committee meetings.
8. Assist with ED and/or GC’s airline, hotel and car rental reservations.

### **II. Legal Service Support**

1. Under supervision of the General Counsel, assist in review, editing and preparation of legal documents, contracts and policies.
2. Perform research related to external and internal legal issues and questions as they may arise.
3. Assist with contract and file management.

#### **IV. Special Projects**

1. Occasional travel to Iowa may be required as part of employment.
2. Occasional assistance to other staff members with duties as assigned.
3. Represent ILC at community events and functions, when assigned.

#### **QUALIFICATIONS:**

- Associate's or Bachelor's degree preferred. Coursework and/or previous administrative assistant or legal assistant experience may be substituted.
- Fluent in English, both written and verbal. Fluency in Spanish preferred, but not required.
- Ability to work sensitively with colleagues and clients having diverse personalities, lifestyles, cultures, faiths, and backgrounds.
- Ability to maintain confidentiality and communicate with professionalism and courtesy.
- Ability to take initiative, multi-task, meet deadlines, and work well under pressure.
- Must be detailed oriented and possess superb organizational skills.
- Knowledge of Microsoft Office software package such as Word, Excel, PowerPoint and Publisher.

#### **APPLICATION:**

- Starting pay: \$14.00 - \$16.00 per hour based upon experience

Immigrant Legal Center is an equal opportunity employer. ILC does not discriminate on the basis of race, color, national origin, ethnic background, religion, gender, sexual orientation, age or disability.