

Administrative Assistant - Louisiana State Bar Association's Access to Justice Department

SUMMARY OF POSITION: Assists the Louisiana State Bar Association's Access to Justice Department by providing administrative support in all phases of department projects, the operation of the Access to Justice Department and the activities of the committee's staffed by the department members.

DUTIES: Provides assistance in the numerous and varied projects undertaken by the Access to Justice Department in meeting its goal of providing for a strong, stable statewide legal services provider network for Louisiana's indigent, and provides general departmental secretarial and administrative assistance.

Plans, coordinates, calendars and maintains the minutes for meetings of the committees, subcommittees, ATJ Commission and other groups with whom the ATJ staff meet.

Coordinates the annual LSBA Pro Bono Publico & Children's Law awards, and Lawyers in Libraries programs which support and encourage those providing pro bono and low cost civil legal services to poor Louisianans. Assists with the Louisiana Justice Community Conference.

Interacts with and provides technical assistance to legal aid programs and pro bono providers as appropriate. Assists in preparing registration material and provides onsite staffing as required for Access to Justice functions.

Schedules and prepares material for annual lobbying efforts on national and state levels. Assists in the developing and tracking statewide data regarding the need for and ongoing efforts in providing civil legal services.

Assists and coordinates the distribution and publication of material to the in-house, local, state and national media as required on Access to Justice issues.

Develops and updates content for the Access to Justice portions of the LSBA website.

EXPERIENCE: Minimum three years of related experience in professional environment or appropriate education. Demonstrated commitment to social justice.

SPECIALIZED KNOWLEDGE/SKILLS: Excellent organizational, communication and interpersonal skills.

Ability to anticipate and complete tasks with limited supervision.

Pleasant, courteous and professional demeanor.
Ability to handle details with accuracy.
Ability to meet deadlines and handle/prioritize multiple tasks.
Proficient in using technologically advanced computer and internet applications.
Demonstrated aptitude for learning new technologies.
Ability to establish and maintain effective working relationships with others.
Commitment to providing civil legal services to the poor.
Ability to maintain confidentiality.
Strong member service orientation.
Commitment to excellence.
Willingness to assist other staff members when necessary.

HOW TO APPLY

Interested applicants must submit the following: brief cover letter describing interest in position, a resume or curriculum vitae and the names of at least three references (two of which should be former employers) to: mmollere@lsba.org or 601 St. Charles Avenue, New Orleans, LA 70130.

PROFESSIONAL LEVEL:

Professional – non-exempt

MINIMUM EDUCATION REQUIRED:

College Degree.