



The
Legal Aid Society
— *of Cleveland*
Since 1905

Office Administration Temporary Position (Summer – Fall 2012)

The Legal Aid Society of Cleveland (Legal Aid) is searching for a full time, temporary office administrator to work up 30 to 40 hours per week in its downtown Cleveland office beginning this summer through October 2012.

This position will provide administrative support to the Executive, Finance, Development, Human Resources and Facilities functions. Duties include handling invoices, deposits, working with accounts payable, dealing with facilities management issues, fundraising support, data entry, managing staff lists, organization charts, seating charts, as well as general administrative support to the management team, etc.

Qualifications: Strong organizational, analytical, and computer skills (MicroSoft Office – especially Outlook and Excel). 1+ years experience working in an office environment, bookkeeping and/or human resources experience preferred. Computer and internet proficiency is necessary, as well as strong attention to detail.

Compensation: Compensation in the range of \$10 - \$12/hour, commensurate with experience.

Application Procedure: Qualified candidates should forward a cover letter and resume to careers@laslev.org listing “Office Adm” in the subject line of the email. **Application materials will be accepted until Monday, June 25, 2012.**

Legal Aid is an Equal Opportunity Employer and does not discriminate because of age, race, sex, religion, national origin, marital status, sexual orientation, or mental or physical disability.

About Legal Aid: Ranked as one of the Plain Dealer’s Top Workplaces in 2011, Legal Aid’s mission is to secure justice and resolve fundamental problems for those who are low income and vulnerable by providing high quality legal services and working for systemic solutions. Founded in 1905, Legal Aid is the fifth oldest legal aid organization in the United States. Legal Aid’s 50 staff attorneys and 1,400 volunteer lawyers ensure access to justice for low income people. For more information please visit www.laslev.org.

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