

JOB TITLE: Administrative and Development Assistant

Part-time (20 hrs/week) - .5 FTE

Volunteer Lawyers Network (VLN) provides free advice and legal representation to low-income individuals through volunteer attorneys, interpreters and other legal professionals. VLN's mission is to protect and promote the basic needs of people in poverty through the power of legal volunteers. VLN envisions a society in which everyone has equal access to the legal services essential for stability and well-being. VLN is a private non-profit organization affiliated with the Hennepin County Bar Association.

JOB DESCRIPTION:

VLN seeks a mission-driven, customer-service oriented, well-organized, dependable individual for the Administrative and Development Assistant position. The Administrative and Development Assistant is responsible for supporting the administrative functions of the organization, and supporting VLN's development and fundraising efforts.

The Administrative, Finance, and Communications Assistant reports to the Administrative Director.

Job duties include:

MAJOR RESPONSIBILITIES

Administrative/Office (60%)

- Answer and direct phone calls made to VLN's Administrative Office phone line
- Organize and schedule office-wide and Board meetings;
- Greet and assist visitors to the office;
- Receive, sort and distribute the mail;
- Order and maintain office supplies;
- Other duties as assigned;

Finance & Human Resource (25%)

- Assist with record management and bookkeeping, including filing, processing revenue receipts and payments, and processing bills, disbursements, and sorting mail;
- Data entry and data management;

Communications & Development (15%)

- Manage incoming donations made via check, website and other forms;
- Maintain and update donor database with current contact and donation information;
- Send tax receipts and thank-you letters for all incoming donations and grants;

- Assist with planning, executing and following up on fundraising events;
- Basic website and social media maintenance and management (training provided); and
- Client outreach as assigned

Required Qualifications:

- Ability to work independently.
- Basic computer skills, including familiarity with MS Office products.
- Demonstrated commitment to serving low-income communities and communities of color
- Effective oral and written communication skills.
- Good organizational skills.

Preferred Qualifications

- Proficiency in Spanish or Somali or other East African language.
- Proficiency with Office 365 applications
- Experience working in a non-profit environment preferred.
- Knowledge of local legal and social services providers.
- Experience performing outreach to impoverished and disadvantaged communities.

ADDITIONAL INFORMATION:

VLN seeks candidates who enjoy working with people and who can respond with calm and compassion to people who are frustrated and stressed (both clients and attorneys). VLN is committed to providing on-going training to staff to support continuous improvement in knowledge of legal resources, social services, and customer service skills.

Hourly Compensation: \$16.00/hour

Benefits: Paid time-off; Health, Dental, FSA, Life, Short/Long-term Disability, IRA Plan, Contribution to Employee's IRA

VLN is an equal opportunity/affirmative action employer and does not discriminate on the basis of race, religion, sex, age, national origin, marital status, sexual orientation or any other factors prohibited by applicable law.

Those with diverse economic, social, or cultural experiences are encouraged to apply.

HOW TO APPLY:

Mail cover letter explaining your qualifications, as well as resume, to hradmin@vlnmn.org

No phone calls please.