



# Legal Division Administrative Assistant

Volunteer or Internship Position Description

## *Position & Responsibilities*

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### **Role Summary**

The Director Assistant manages and coordinates activities of the Director of Legal Services and Legal Team and supports communication and development functions. Conducts business in a professional manner and maintains positive, effective working relationships both internal and external.

### **Impact & Benefits**

- Promote the safety of individuals and families through support of key administrative tasks related to Legal Program.
- Contribute to the outcomes of the Legal Program as well as the mission of the agency.
- Activities and projects serving the Legal Team are appropriately planned, scheduled, communicated and implemented to allow the highest level of involvement in and achievement by Legal Team staff.

### **Position Responsibilities**

- Responsive, highly efficient, can be relied upon by the Director of Legal Services
- Maintains effective communication
- Composes, transcribes, edits, and distributes senior level correspondence
- Coordinates and schedules internal and external meetings
- Prepares materials and minutes for selected meetings
- Establishes and maintains filing systems and internal processes
- Assists with special projects and recordkeeping
- Maintains Legal Team calendars
- Performs other duties as assigned
- Maintains confidentiality regarding management of Legal Team information

## *Qualifications & Expectations*

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### **Position Qualifications:**

- Educational background or interest in Organizational Management, and/or Leadership
- Prioritizes and plans work activities, uses time efficiently and develops realistic action plans
- Demonstrates accuracy and thoroughness and monitors own work to ensure quality
- Identifies and resolves problems in a timely manner and gathers and analyzes information skillfully
- Manages competing demands and is able to deal with frequent change, delays or unexpected events
- Ability to work with diverse teams and clients to foster a culturally inclusive environment
- Must have own transportation

### **Time Commitment & Availability**

- 10-15 hours a week for a minimum of 6 months preferred
- Weekday, daytime availability required

### **Supervision & Training**

- Attend Tubman's five-part Volunteer/Intern Orientation and Training series
- Supervision provided by the Director of Legal Services

## *Organization*

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For 40 years, Tubman has been leading the way to hope for women, men, youth and families who have experienced relationship violence, sexual exploitation, addiction, mental health challenges or other trauma. We provide countless ways to help including safe shelter, legal services, mental and chemical health counseling, elder abuse resources, youth programs, community education and much more. [www.tubman.org](http://www.tubman.org)

We encourage applications from people of color, all genders, multilingual speakers, veterans and those who have disabilities.