



# Legal Services Administrative Assistant

Volunteer Position Description

## *Position & Responsibilities*

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### **Role Summary**

The Legal Services Administrative Volunteer is responsible for assisting Legal Services staff with office projects including scanning and shredding legal files, copying, and assembling materials and packets. This position is based out of Tubman East in Maplewood.

### **Impact & Benefits**

- Support staff in the delivery of legal services that have a positive impact on clients' lives
- Gain administrative skills in a legal setting within a nonprofit social service organization

### **Position Responsibilities**

- Complete office tasks including scanning, shredding, copying, and packet assembly with organization, confidentiality, and attention to detail
- Communicate with legal services staff as needed
- Maintain confidentiality with all sensitive information.

## *Qualifications & Expectations*

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### **Position Qualifications**

- Strong organizational skills and attention to detail
- Ability to work independently and to collaborate and communicate with a team as needed
- A belief in Tubman's mission to advance opportunities for change so that every person can experience safety, hope, and healing.

### **Time Commitment & Availability**

- Flexible weekday, daytime hours, 3-8 hours a week, 3 month commitment

### **Supervision & Training**

- Attend Tubman's Volunteer/Intern Orientation
- The Administrative Assistant is supervised by the Legal Services Staff

## *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.