

May 5, 2023
Job Announcement:
Senior Administrative Assistant

Rising for Justice (“RFJ”) invites applications for a Senior Administrative Assistant in our Operations Department. The Senior Administrative Assistant plays an essential, behind-the-scenes role in helping ensure the strongest possible office operations. We are looking for a self-motivated Senior Administrative Assistant to ensure smooth running of our main office, and two smaller Court offices. This position, like that of all other administrative staff, is under the office operations umbrella, therefore assignments will be related to legal assistance support, finance, and logistics. The Senior Administrative Assistant will have a diverse portfolio of work, including answering phones, conducting client intake screenings, scheduling management, ordering supplies, maintaining records, finalizing reports, and organizing financial documents.

About Rising for Justice

Created in 1969, RFJ, formerly known as D.C. Law Students in Court (“LSIC”), is the oldest clinical legal education program in the District of Columbia. RFJ currently operates as a public interest legal services provider and clinical education program. Our mission is to leverage the collective forces of students and experienced advocates to achieve justice for all. RFJ embraces equal justice and diversity as core values. We strive to maintain a workplace that is vibrant, welcoming, innovative, and collaborative. We are committed to fostering the thoughtful exchange of ideas and to ensuring that all voices are heard and respected. We seek a skilled and experienced Senior Administrative Assistant who embraces our mission and values.

Our commitment to diversity, inclusion, and non-discrimination includes race, sex, age, religion, national origin, sexual orientation, gender identity/expression, personal appearance, genetic information, political affiliation, marital status, family responsibilities, disability, status as a veteran, and any other characteristic protected by federal, state, or local law or regulation.

Position Competencies and Responsibilities

- Providing administrative support to legal staff, including attorneys and paralegals to enhance office effectiveness.
- Conducting client intake screenings, including receiving incoming telephone calls and responding to calls of a non-technical nature and/or forwarding to appropriate staff members.
- Performing administrative functions such as preparing supply orders, and other items to support routine needs for daily office operations.
- Serving as primary contact for space usage, telephone, voice mail, and other needs of the RFJ offices.

- Collaborating effectively with individuals at all levels to handle issues of a sensitive or confidential nature.
- Appropriately organizing multiple activities and working under pressure.
- Monitoring deadlines and juggling calendars.
- Managing all administrative support for staff attorneys including travel support, logistical support, expense reimbursements, and timesheets.
- Assisting with planning and support for events.
- Other administrative duties as assigned, including management of special projects and initiatives.

Qualification Requirements

- At least a 2-Year Degree.
- Excellent secretarial and organizational skills.
- Superior attention to detail with the ability to navigate conflicting priorities.
- Computer literacy, including use of Excel and all apps within Microsoft Office, and database management systems.
- The ideal candidate has experience helping staff get organized, setting up and sticking to smart work plans.
- Some knowledge of day-to-day operations of a legal office is also helpful.
- Ability to organize and manage a high volume of work efficiently without sacrificing quality and accuracy.
- Project management skills are a plus.
- Excellent problem-solving skills and a strong sense of ownership over tasks, including planning and follow-through.
- Ability to build relationships and work collaboratively across departments.
- A commitment to RFJ's mission and an understanding of the challenges facing our client community.
- Applicants should have at least 6 years of relevant experience, however our review of candidates for this role will focus on whether they can fill the needs of the position, not years of experience.

COVID-19 Statement

Rising for Justice requires all staff to be fully vaccinated against COVID-19 except staff who are entitled to a reasonable accommodation due to a medical disability or sincerely held religious belief under the law.

Hours, Salary and Benefits: This is a full-time position based on a 40-hour work week. Salary range is \$55-\$65k, commensurate with experience. We offer a competitive salary with an excellent benefits package, including employer-paid medical, dental, and vision insurance; generous sick, annual and personal leave; life and disability insurance, and paid federal and local holidays.

Location: Work must be performed within commuting distance to Washington, D.C. Currently all administrative staff maintain in-office hours at least 2 days per week and must be available in-office for special projects.

Physical Requirement: This position may require walking, bending, kneeling, and standing, and will require sitting for extended periods of time. Must be able to walk several blocks between offices.

To Apply: Each candidate should submit a cover letter and resume by email to Lisa Alfred, Director of Operations, at [hiring@risingforjustice.org](mailto: hiring@risingforjustice.org). Please indicate "Senior Administrative Assistant [your full name]" in the subject line of the email.

Application Deadline: Review of applications will begin immediately and will continue until the position is filled.