



5535 Albemarle Road, Charlotte, NC 28212  
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**POSITION NOTICE**  
**Full Time**  
**SPECIAL ASSISTANT TO THE CHIEF EXECUTIVE OFFICER**

**Posted May 17, 2022: Open Until Filled**

Charlotte Center for Legal Advocacy, non-profit agency that provides legal assistance in civil matters to low-income persons in Charlotte and Western North Carolina, seeks a full-time **Special Assistant to the CEO**. The position is effective immediately. More information about the Advocacy Center can be found on its web page, [www.charlottelegaladvocacy.org](http://www.charlottelegaladvocacy.org).

This position reports directly to Chief Executive Officer. Responsibilities include a wide variety of administrative tasks and interactions with the Board of Directors and all levels of staff. Some duties such as Board meetings may occur outside of normal office hours.

**This staff member will:**

- Support the Chief Executive Officer;
- Support Board of Directors communication and meetings, taking and drafting board minutes, scheduling committee meetings, maintaining records;
- Manage the organization's internal communications;
- Support management and general staff meetings and other organizational events;
- Create and modify documents in Excel, Word and other software;
- Perform other administrative duties as assigned and required.

**Qualifications**

- Relevant Administrative experience, college degree preferred but not required;
- Commitment to work with low-income individuals and underserved communities;
- Proficient oral and written communication;
- Self-motivated and dependable;
- Highly organized and can manage multiple priorities under strict deadlines;

**Classification**

The position is classified as non-exempt, on the Charlotte Center for Legal Advocacy salary scales. Full time (37.5 hours per week), annual salary base is \$37,000+ depending on experience; generous leave and benefits.

**To Apply application package must include all of the following:**

- *A detailed letter explaining your qualifications for and your interest in this specific position, experience with low-income people, and any other relevant information including salary requirements;*
- Resume;
- Names and telephone numbers of three references

Send application package to: HR Manager, Charlotte Center for Legal Advocacy, by email to [careers@charlottelegaladvocacy.org](mailto:careers@charlottelegaladvocacy.org) or by mail to PO Box 25558, Charlotte, NC, 28229, *email is preferred.*

If you need accommodations for the application process or any aspect of this position, please contact [careers@charlottelegaladvocacy.org](mailto:careers@charlottelegaladvocacy.org).

***Charlotte Center for Legal Advocacy is an equal opportunity employer.  
Veterans, women, minorities, and disabled persons are encouraged to apply.***