



5535 Albemarle Road, Charlotte, NC 28212
Telephone: (704) 376-1600 ♦ Fax: (704) 376-8627

POSITION NOTICE
Full Time
ADMINISTRATIVE SERVICES SPECIALIST
Posted August 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 **Administrative Services Specialist** to support the Advocacy Center's Programs. The position is effective immediately. More information about the Advocacy Center can be found on its web page, www.charlottelegaladvocacy.org.

This position will support the Administrative and Development Departments in a variety of administrative tasks.

Responsibilities Include:

- Assist Operations Specialist with scheduling maintenance of facilities, office equipment, telephone system, mail, and workspace, supply inventory and ordering;
- Perform some information technology support functions, under supervision of IT director;
- Assist HR Manager with job notice postings and monitoring applications,
- Create and modify documents in Excel, Word and other software as needed;
- Perform general office tasks including copying, scanning, data entry, direct mailings, etc.
- Provide backup coverage for office reception;
- Assist with Closed File maintenance;
- Track and manage client survey responses and data collection;
- Coordination of donor gifts and pledges received including detailed gift reporting, processing, analysis, management and gift acknowledgement including coordination with the finance and development office to monitor and reconcile gift information;
- OTHER TASKS AS ASSIGNED

Qualifications:

- College degree or 3-5 years of relevant Administrative experience;
- Experience working with a non-profit organization;
- Commitment to work with low-income individuals and underserved communities;
- Proficient oral and written communication;
- Bookkeeping or accounting skills;
- Project management skills;
- Ability to work with different software systems, learn new technology and monitor and collect data;

- Proficiency in Microsoft Office software, including Excel, Word, Outlook, and Teams.
- Self-motivated and dependable.
- *Proficiency in Spanish is preferred but not required.*

Salary: \$38,300+ depending on experience; generous leave and benefits.

To Apply send all of the following:

- (1) a detailed letter explaining your qualifications for and interest in this specific position and organization, in which you describe your qualifications for this program, experience with low-income individuals, and other relevant information;
- (2) a resume;
- (3) a writing sample; and
- (4) names and telephone numbers of three references to: Human Resources Manager, Charlotte Center for Legal Advocacy, by email to careers@charlottelegaladvocacy.org or by mail to PO Box 25558, Charlotte, NC 28229-5558, email is preferred. Form letters and inquiries not containing this information will not be considered. If you need accommodations for the application process or any aspect of this position, please contact careers@charlottelegaladvocacy.org.

Form letters and inquiries not containing this information *will not be considered*.

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