



LEGAL ADMINISTRATIVE ASSISTANT

About the organization. WC&S is a comprehensive domestic violence program annually serving over 7,500 adult and child survivors of domestic violence & facilitating an intervention program to over 500 people who are abusive. We are advocates, grounded in fostering a community of safety, healing, and empowerment for anyone affected by domestic violence. Our Mission is to strengthen our ability to meet the individual and evolving needs of those affected by domestic violence by investing in the growth of our people, deepening community engagement, and amplifying the voices of all survivors. All staff learn about and support the organization's mission, vision, and values of Safety, Uplifting Others, Compassion, Courage, Equity, Survivor-Centered Advocacy, and Stewardship.

About the role. As the Legal Administrative Assistant, you will be a key player in the Civil Law Project (CLP) and Legal Advocacy Department (LAD) of Women's Center & Shelter. Your primary role will be to perform secretarial duties, enter data, maintain files, and provide other support functions within the Legal Office in Downtown Pittsburgh. You will work alongside the Chief Legal Officer, Legal Director, and Legal Advocacy Manager providing day-to-day administrative support. The successful candidate is highly organized and detail-oriented, self-motivated, and able to successfully manage their time, projects, and priorities. This role provides you with the opportunity to showcase and grow your secretarial, administrative, technology, and communication skills. If you are excited to be part of a supportive and fast-paced nonprofit law project, care deeply about the issue of intimate partner violence, and are ready to make a difference in your community then we are eager to hear from you. WC&S will offer you an environment that provides endless opportunities to advance your knowledge and skills.

Here's what you will do:

- Provide day-to-day Legal Office administrative duties and provide administrative support for CLP and LAD.
- Manage CLP's client file system, including conflict checks, screening assistance, and the opening and closing of files.
- Manage CLP's client database; compile and generate statistical reports for the Chief Legal Officer and the Legal Office.
- Prepare and organize training materials as needed.
- Schedule meetings for the Chief Legal Officer and Legal Office, and maintain meeting agendas and minutes for CLP and LAD weekly meetings.
- Answer administrative telephone calls for CLP.
- Retrieve, open, distribute, prepare, and deliver Legal Office mail; maintain postage machine and miscellaneous postage for the Legal Office.
- Coordinate and maintain necessary records for Legal Office distribution of WC&S resources to clients and Legal Office use of petty cash.
- Oversee the maintenance and functioning of the Legal Office equipment and serve as a liaison with the main WC&S building for office equipment; order and maintain general office supplies.
- Maintain resource information, including legal forms, guides, and publications for the Legal Office.
- This position is located in the Legal Office in Downtown Pittsburgh; it requires being available 40 hours per week during business hours.

- Perform other duties as assigned.

Here's what we are looking for:

- High School diploma required.
- Five years secretarial/office experience preferred.
- Strong command of general technology including but not limited to Microsoft Office Suite is required; familiarity and understanding of information technology, including Salesforce, Tableau, and Teams strongly preferred.
- A demonstration of attention to detail and ability to prioritize and follow-through effectively required.
- Excellent written and interpersonal communication skills in a team environment required.
- Ability to understand confidentiality and safety procedures.
- A demonstration of the understanding of abusive family dynamics, including intimate partner violence, cycle of abuse, power and control dynamic, cultural diversity issues and child abuse and neglect.
- Experience working in organizations with a successful track record in diversity and inclusion cultures preferred.
- Act 33/34 and FBI Clearances will be required.

About the benefits. WC&S offers a comprehensive and competitive benefits package, including: generous paid time off; health, vision, and dental insurance; short-term and long-term disability coverage; group life insurance; retirement plan; Flexible Spending Account; Employee Assistance Program; paid training and professional development opportunities; and is a Public Service (Student) Loan Forgiveness eligible employer.

WC&S is an equal opportunity employer and is committed to ensuring that both applicants and employees are treated without discrimination on the basis of race, color, gender identity expression, national origin, age, religion, disability status, sexual orientation/identity, citizenship status, veteran status, marital status or any other protected characteristic. We are committed to providing an inclusive and welcoming environment to all.

TO APPLY:

To ensure consideration for an interview, please send a resume and cover letter via email with the subject line "Legal Administrative Assistant" by February 28th to careers@wcpittsburgh.org.