



LEGAL ADMINISTRATIVE ASSISTANT

About the agency. Women's Center & Shelter of Greater Pittsburgh (WC&S) is a comprehensive domestic violence program annually serving over 7,700 adult and child survivors of domestic violence & facilitating an intervention program to nearly 300 people who use abuse. 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 (SUCCESS). In addition, the principles of Sanctuary (a model for providing trauma-informed care) and continuous improvement infuse all aspects of the organization.

About the role. As a 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, as well as the Legal Office Managers (i.e., Chief Legal Officer, Legal Director, and Legal Advocacy Manager), including specific tasks set forth below
- Manage CLP's client file system, including daily conflict checks and organization for the opening of digital files, and assist with tracking new cases in Teams and maintenance of Excel database
- Use the CLP database to compile and generate statistical reports for the Legal Office and Chief Legal Officer
- Retrieve Legal Office mail from the designated post office boxes, open and distribute mail, prepare outgoing mail, deliver outgoing mail to the post office as needed, and maintain postage machine and miscellaneous postage for the Legal Office
- Schedule meetings for the Chief Legal Officer and Legal Office and maintain meeting agendas and minutes for CLP and LAD weekly meetings, or as needed for ad-hoc meetings
- Oversee the maintenance and functioning of Legal Office equipment, including the copy machine and any office printers, and serve as a liaison with the WC&S main facility for the purchase of office equipment



- This position requires being available Monday through Friday business hours onsite/in-person in the Legal Office Suite in Downtown Pittsburgh
- Perform other duties as assigned by supervisor

Here's what we are looking for:

- High school degree/GED required
- At least five (5) years of secretarial/office experience preferred
- Strong attention to detail and the ability to prioritize and follow-through effectively required
- Excellent verbal, written, and interpersonal communication skills in a team environment required
- 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
- Ability to establish healthy boundaries, trust, respect, and rapport with others
- Ability to understand and adhere to strict confidentiality and safety procedures
- 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
- Desire to work in an organization committed to diversity, equity, and inclusion as part of its values
- Act 33/34 and FBI Clearances required

Typical Starting Salary: \$34,000/year

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 with employer matching; Flexible Spending Account; Employee Assistance Program; Headspace meditation and mindfulness app subscription; Access Perks membership; paid training and professional development opportunities; and is a Public Service [Student] Loan Forgiveness (PSLF) eligible employer.

WC&S is an equal opportunity employer and is committed to ensuring that both applicants and employees are treated without discrimination or harassment on the basis of race, color, religion, sex (including pregnancy, gender identity or gender expression, and sexual orientation), national origin, ancestry, place of birth, hairstyle, age, disability, using guide or support animals for a disability, genetic information (including family medical history), familial status, citizenship status, military service, or any other characteristic protected by law. We are committed to providing an inclusive and welcoming environment for 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"** to careers@wcpittsburgh.org.