

Florida Rural Legal Services, Inc.

Job Advertisement

Position:	Executive Assistant to Executive Director		
Position Location:	Lakeland		
Position Type:	Full-Time		
		Benefits Offered:	Full-time: yes Part-time: no

Position Overview:

Works closely with the Executive Director in all aspects of FRLS' operations. Provide constructive contributions to the overall management and administration of the firm.

Primary Duties and Responsibilities:

1. Provide excellent administrative support for the activities, meetings, travel, records, and communications of the Executive Director.
2. Coordinate meetings and projects involving complex logistics and multiple participants, including all aspects of important meetings from location, facility, and amenities to creating the preliminary agendas and materials.
3. Assist the Executive Director in communications with staff, members of the Board of Directors, donors, funding entities, and others.
4. Assist the Executive Director in scheduling meetings with key supporters or potential supporters, partner agencies, members of the bar and judiciary, and other persons and entities.
5. Support communications among and between FRLS staff and the Executive Director.
6. Assist with scheduling staff meetings, scheduling events, coordinating and planning partnership meetings and special events.
7. Meet multiple deadlines and be involved in and responsible for several tasks concurrently.
8. Assist the Executive Director in responding to staff requests in a timely and effective manner, using sound judgment in prioritizing requests and obtaining timely answers.
9. Assist with managing the Executive Director's schedule - balancing travel, community partnership meetings, meetings with staff, the board, funders and other persons and entities as needed.

10. Excellent verbal communication and writing skills: Draft letters, email responses, memos, agendas, and other materials on the Executive Director's behalf, utilizing strong writing skills and excellent editing and proofreading abilities.
11. Support the Executive Director and Advocacy Director with administrative tasks and scheduling ensuring staff compliance with funding source requirements; support administration with requests as needed.
12. Technology Proficiency: daily use of word processing, e-mail, calendaring, scanning, case management system, and computer equipment; create and maintain electronic and paper filing systems for administrative and other documents.
13. Comply with FRLS' policies and procedures and the requirements of FRLS' funding sources.

See full Job Description attached for further information

Experience and Qualifications:

Bachelor's degree required. Seven years of relevant administrative or executive level secretarial experience. Related college education may be substituted for up to two (2) years of work experience at the discretion of the Executive Director. Advanced degree preferred. Law office or public service experience will be considered.

Have experience with and possess proficiency in computer skills, word processing, e-mail, and calendaring software in a Windows/MS environment.

Working Conditions:

Physical Requirements: Must be willing to travel. Must be able to work in a professional office environment five days per week.

To apply email resumes to: resume@frls.org

EEOC Statement: Florida Rural Legal Services, Inc. does not discriminate in employment on the basis of race, color, religion, sex (including pregnancy and gender identity), national origin, political affiliation, sexual orientation, marital status, disability, genetic information, age, membership in an employee organization, religion, parental status, military service, or other characteristic protected by federal, state or local law.

Job Description
Executive Assistant to Executive Director
Florida Rural Legal Services, Inc.

Employee Performance Standards

Florida Rural Legal Services, Inc. (FRLS) is a non-profit law firm that provides free high quality legal assistance in civil matters to help eligible low-income individuals and groups in Florida.

Each member of the staff plays an integral part in the proper representation of the client. The efficient and effective operation of the law firm requires the full cooperation of all its members to achieve our goals. Each member must therefore have a commitment to the general purposes and operation of FRLS and be able to work effectively with all parts of the FRLS network and delivery system. An effort must be made to achieve a successful working atmosphere among the staff.

All staff members are responsible for the proper execution of their duties and for dealing with our clients and visitors in a professional and pleasant manner. Dependability, trustworthiness, confidentiality, and competence are required for all staff.

All staff members are expected to work towards a *Culture of Excellence* in their work, in dealing with their colleagues, and in serving their clients.

Employee evaluations will be based in part on this job description.

The person in this position is expected to perform the Primary Duties and Responsibilities discussed below on a regular and consistent basis. This person is expected to perform the Secondary Duties and Responsibilities on a less routine basis, but they nevertheless are integral to successful performance in this position. A job description cannot list every task associated with the performance of a particular job. There are knowledge, skills, and abilities for the position that an employee should bring to the workplace.

Primary Duties and Responsibilities:

1. Work closely with the Executive Director in all aspects of FRLS' operations.
2. Provide excellent administrative support for the activities, meetings, travel, records, and communications of the Executive Director.
3. Coordinate meetings and projects involving complex logistics and multiple participants, including all aspects of important meetings from location, facility, and amenities to creating the preliminary agendas and materials.
4. Assist the Executive Director in communications with staff, members of the Board of Directors, donors, funding entities, and others.

5. Assist the Executive Director in scheduling meetings with key supporters or potential supporters, partner agencies, members of the bar and judiciary, and other persons and entities.
6. Support communications among and between FRLS staff and the Executive Director.
7. Assist with scheduling staff meetings, scheduling events, coordinating and planning partnership meetings and special events.
8. Meet multiple deadlines and be involved in and responsible for several tasks concurrently.
9. Assist the Executive Director in responding to staff requests in a timely and effective manner, using sound judgment in prioritizing requests and obtaining timely answers.
10. Assist with managing the Executive Director's schedule - balancing travel, community partnership meetings, meetings with staff, the board, funders and other persons and entities as needed.
11. Excellent Writing Skills and Verbal communication: Draft letters, email responses, memos, agendas, and other materials on the Executive Director's behalf, utilizing strong writing skills and excellent editing and proofreading abilities.
12. Support the Executive Director and Advocacy Director with administrative tasks and scheduling ensuring staff compliance with funding source requirements; support administration with requests as needed.
13. Technology Proficiency: daily use of word processing, e-mail, calendaring, scanning, case management system, and computer equipment; create and maintain electronic and paper filing systems for administrative and other documents.
14. Comply with FRLS' policies and procedures and the requirements of FRLS' funding sources.

Secondary Duties and Responsibilities:

1. Attend regular scheduled staff and Board meetings, and occasional training events, in and outside of the Lakeland Office.
2. Occasionally drive a vehicle to locations in and outside of Lakeland and occasional overnight travel may be required.
3. Assist with preparations for on-site reviews and audits by FRLS' funders.
4. Perform other reasonably related duties as assigned by the FRLS' Executive Director.

Essential Job Functions

1. Work in a law office environment and frequently participate in face-to-face and/or telephone conversations with staff throughout the firm and with Board of Trustees members, clients and the general public.
2. Frequent sitting and using hands for keyboarding and office equipment is necessary for this position. Also, occasional standing, walking, climbing, bending, stooping, reaching above shoulders, kneeling and/or crouching are necessary.
3. Occasionally lift and/or move up to 15 pounds and must be able to drive a vehicle.

Experience and Qualifications:

Bachelors degree required. Seven years of relevant administrative or executive level secretarial experience. Related college education may be substituted for up to two (2) years of work experience at the discretion of the Executive Director. Advanced degree preferred. Law office or public service experience will be considered.

Have experience with and possess proficiency in computer skills, word processing, e-mail, and calendaring software in a Windows environment.

Ability to interact, communicate and provide support at all levels of the organization, including employees, board members, clients and the general public.

Relate well with low-income people, be dependable, competent, trustworthy, and have a commitment to legal services and to working with low income persons.

Demonstrate and maintain a high degree of skill and familiarity with computer systems and software appropriate for effective case management and delivery of legal services through telecommunications systems or other means, including Internet and other network systems.

Demonstrate and maintain high standards of interpersonal communication, especially relating to effective telephone communication and effective written and oral communication.

Have the capacity to problem solve in a time-intensive, public service law office environment.

Must be able to exercise sound judgment and initiative, and adhere to the confidential nature of the firm and its practice.

Possess excellent organizational skills and have the capacity to meet deadlines in a multi-function office environment.

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membership in an employee organization, religion, parental status, military service, or other characteristic protected by federal, state or local law.