

Bronx Legal Services seeks an Executive Assistant to the Project Director and the Deputy Project Director.

Program Description:

Bronx Legal Services is a not-for-profit organization that provides free legal help in civil cases to low-income Bronx residents. Bronx Legal Services is part of Legal Services NYC, the largest provider of free civil legal services for low-income people in the country. Our office is dedicated to providing high-quality legal services to the Bronx community by preserving affordable and decent housing, preventing foreclosures, representing survivors of domestic violence, assisting in obtaining government benefits, obtaining immigration status and preventing deportations, and advocating for the LGBTQ community and students with educational needs. As a social justice organization, all employees are expected to learn about, seek to understand, and work to realize our Diversity, Equity, Inclusion, and Belonging goals. We work in partnership with community-based organizations in the communities we serve.

Responsibilities:

The Executive Assistant to the Project Director and Deputy Project Director will report to the Project Director and Deputy Project Director and will help support leadership in key areas including the following:

- Providing administrative support for the hiring process and onboarding of staff and interns;
- Assisting with new hires, personnel, interns, and HR-related documents;
- Scheduling and coordinating meetings, board meetings, and events;
- Providing administrative support to the Board of Directors, the Project Director, and the Deputy Project Director.
- Assisting with facilities management;
- Managing correspondence and coordinating with elected officials and community groups;
- Assisting with outreach and intern program-related tasks;
- Assisting with administrative and grant tasks;
- Coordinating and communicating with our central office and other borough offices;
- Providing other administrative support with other duties and special projects as assigned.

Qualifications:

The successful candidate must have the following skills:

- 5-8 years of previous secretarial or administrative assistance experience is required;
- Strong organizational skills and attention to detail;
- Strong commitment to social justice, interest, and experience working with and supporting diverse, low-income communities;
- Strong oral communication and interpersonal skills;
- Ability to interface successfully with board members, government officials, and private funders
- Excellent writing and editing skills;
- Proficient in the entire MS Office suite including Excel, Word, PowerPoint, and Adobe Pro with the ability to learn additional software;
- Demonstrated ability to work in a fast-paced environment, manage multiple priorities, and able to meet deadlines;
- Experience with office administration and communications;
- Experience working with the Bronx low-income communities and/or local community-based organizations is preferred;
- Collaborative team player and works well independently; and
- Strong problem-solving skills and good judgment.

How to Apply:

Interested individuals should e-mail a cover letter, resume, writing sample, and names of three references and email sfigueroa@lsnyc.org . Please write "Executive Assistant to the PD" in the subject line. Only candidates selected for interviews will be contacted. Please, no phone calls. Salary is competitive and commensurate with experience.

Benefits include excellent health and dental insurance, and an employer contribution to a pre-tax 403 (b) retirement plan, and generous leave time.

Bronx Legal Services is an equal opportunity employer and is committed to race, gender, and economic justice in our work and within our workplace. People of color, women, people with disabilities, LGBTQ, and people over the age of 40 are strongly encouraged to apply.

All employees are strongly encouraged to continue to receive and maintain up-to-date COVID vaccinations unless they are unable to for medical or religious reasons.

Salary Range (Based on yearsâ€™ experience): \$74,304 - \$114,521

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