



# Administrative Assistant to the Legal Services department

Volunteer or Internship Position Description

## *Position & Responsibilities*

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### **Role Summary**

The Legal Services Intern is responsible for assisting Legal Services Staff with office projects including data entry, filing and tracking content, copy, and assembling materials and packets.

### **Impact & Benefits**

- Assist in making Tubman's legal services accessible to more clients
- Support staff in the delivery of legal services that have a great impact on clients' lives
- Gain administrative skills in a legal setting within a nonprofit social service organization
- Gain an understanding of administrative work including the use of multiple databases
- Create a system of organization that will directly impact how Tubman can access and share (both internally and externally) its vast collection of information and resources

### **Position Responsibilities**

- Follow agency guidelines to communicate with legal services staff, volunteers, and clients
- Complete office tasks including filing, copying, and packet assembly with organization, confidentiality, and attention to detail

## *Qualifications & Expectations*

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### **Position Qualifications**

- Knowledge and comfort with basic computer software (i.e. Microsoft Office)
- Excellent organizational skills and attention to detail, ability to communicate professionally via email and telephone
- Maintain respect and confidentiality towards clients
- Ability to work independently and collaborate with a team
- Ability to work with diverse teams and clients to foster a culturally inclusive environment

### **Time Commitment & Availability**

- Flexible weekday, daytime hours, 8-20 hours a week, 6 month commitment

### **Supervision & Training**

- Attend Tubman's five-part Volunteer/Intern Orientation and Training Series
- The Administrative Assistant is supervised by the Legal Services Staff

## *Organization*

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For 40 years, Tubman has been leading the way to hope for women, men, youth and families who have experienced relationship violence, sexual exploitation, addiction, mental health challenges or other trauma. We provide countless ways to help including safe shelter, legal services, mental and chemical health counseling, elder abuse resources, youth programs, community education and much more. [www.tubman.org](http://www.tubman.org)

We encourage applications from people of color, all genders, multilingual speakers, veterans and those who have disabilities.