



April 14, 2016

PART TIME - ADMINISTRATIVE ASSISTANT

Administration Unit

Greater Boston Legal Services (GBLS) seeks an experienced candidate with excellent computer skills to fill a Part-time Administrative Assistant position.

This position will report to the Executive Director and/or her designee. Responsibilities include performing a wide variety of administrative tasks: including working closely with the Executive Director in the coordination of various administrative activities; acting as liaison to board members and managing logistics for board and committee meetings; attending meetings and preparing reports and minutes of board or committee meetings; coordinating correspondence with board members and performing related duties as needed.

Administrative responsibilities will include: creating and modifying documents in Word, PowerPoint, Excel and other technology as needed; creating and maintaining databases; performing mail merges; photocopying, preparing; organizing and maintaining files and performing other administrative duties as required.

Requirements include: Experience working in an office environment; excellent computer and office system skills, including documented proficiency in Microsoft applications, such as Word, PowerPoint and Excel; ability to type a minimum of 55 wpm, ability to maintain confidentiality, ability to multitask effectively, good organizational and interpersonal skills, ability to work well under stress; a self-starter who can also work appropriately as a team member, excellent verbal and written communication skills including the ability to proofread the work of self and others with a high degree of accuracy.

GBLS is an AA/EO/Handicapped employer committed to diversity in the workforce and regards differences as assets. Generous benefits package, including 100% paid health and dental for full-time employees which are pro-rated for part-time staff who qualify for benefits. Candidates should submit a cover letter and resume to Sonia Marquez, Director of Human Resources, at Greater Boston Legal Services, 197 Friend Street, Boston, MA 02114 or via email at jobs@gbls.org. Application deadline: April 28, 2016 or until position is filled.