



Legal Director Administrative Assistant

Volunteer or Internship Position Description

Position & Responsibilities

Role Summary

The Legal Director Administrative Assistant manages and coordinates activities of the Director of Legal Services and the Legal Team and supports communication and development functions. Conducts business in a professional manner and maintains positive, effective working relationships both internal and external.

Impact & Benefits

- Promote the safety of individuals and families through support of key administrative tasks related to Legal Program.
- Contribute to the outcomes of the Legal Program as well as the mission of the agency.
- Activities and projects serving the Legal Team are appropriately planned, scheduled, communicated and implemented to allow the highest level of involvement in and achievement by Legal Team staff.

Position Responsibilities

- Responsive, highly efficient, able to work independently and be relied upon by the Director of Legal Services
- Maintains effective communication
- Composes, transcribes, edits, and distributes senior level correspondence
- Coordinates and schedules internal and external meetings
- Prepares materials and minutes for selected meetings
- Establishes and maintains filing systems and internal processes
- Assists with special projects, preparing reports and recordkeeping
- Maintains Legal Team calendars
- Performs other duties as assigned
- Maintains confidentiality regarding management of Legal Team information

Qualifications & Expectations

Position Qualifications:

- Educational background or interest in Organizational Management, and/or Leadership
- Prioritizes and plans work activities, uses time efficiently and develops realistic action plans
- Excellent communication skills and ability to meet deadlines
- Demonstrates accuracy and thoroughness and monitors own work to ensure quality
- Identifies and resolves problems in a timely manner and gathers and analyzes information skillfully
- Manages competing demands and is able to deal with frequent change, delays or unexpected events
- Proficient with Microsoft Office
- Working knowledge of Adobe Creative Suite and Canva preferred
- Ability to work with diverse teams and clients to foster a culturally inclusive environment
- Must have own transportation

Time Commitment & Availability

- 10-15 hours a week for a minimum of 6 months preferred
- Weekday, daytime availability required
- Some on site work required at Tubman's Maplewood (preferred) and/or Minneapolis location

Supervision & Training

- Attend Tubman's five-part Volunteer/Intern Orientation and Training series
- Supervision provided by the Director of Legal Services

Organization

Tubman offers safety, hope, and healing to people of all ages, genders, and cultural backgrounds who are facing relationship violence, sexual assault, exploitation, homelessness, addiction, mental health challenges, or other forms of trauma. We provide safe shelter and housing, legal services, mental and chemical health services, youth programs, and more.

www.tubman.org

Black, Indigenous, and people of color, multilingual speakers, people of all gender identities, people with disabilities, and veterans are all encouraged to apply.