



Legal Administrative Assistant Volunteer

Volunteer Position Description

Position & Responsibilities

Role Summary

The Administrative Assistant is responsible for working with the Legal Advocacy team, assisting with administrative projects including data entry, scanning, filing, and tracking paperwork. This role is on-site at Tubman East in Maplewood.

Impact & Benefits

- Support Tubman's Legal Services with increased efficiency and organization
- Gain insight and administration skills in a non-profit, social service organization
- Gain knowledge and experience using the Client Track database software

Position Responsibilities

- Scan police reports and update file information into the database with attention to detail
- Provide confidentiality as required
- Communicate and collaborate with colleagues to plan and complete projects
- Other projects/tasks as time and skills allow

Qualifications & Expectations

Position Qualifications

- Excellent organizational skills and attention to detail
- Comfortable with the computer; experience with data entry and general computer software (i.e. Microsoft Office)
- Ability to communicate professionally via email and telephone
- Ability to work independently and to collaborate with a team
- Ability to work with diverse teams to foster a culturally inclusive environment

Time Commitment & Availability

- Flexible weekday, daytime hours with a minimum commitment of 8 hours a week for 3-6 months preferred

Supervision & Training

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

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.