



JOB ANNOUNCEMENT

Legal Receptionist (Santa Cruz)

Full Time: 30-35 hrs a week (negotiable)

Reports to: Executive Director & Managing Attorney

Bargaining Unit: No

FLSA: Nonexempt

Position Summary

The Legal Receptionist is the first line of contact for our professional, non-profit law office. The position requires excellent communication skills as our receptionist is critical to helping our clients obtain either our important free legal services or an effective referral to another community service. This position upholds a strict level of organization, communication, confidentiality and professionalism. Entry level receptionist will be trained or experienced receptionist welcomed. Bi-lingual strongly preferred.

About Senior Citizens Legal Services

SCLS has provided high-quality, free legal services to elderly residents of Santa Cruz and San Benito Counties since 1972. The highest priority of the organization is to defend the right of the elderly to quality health care, social integration, to secure their persons and property, and to be free of discrimination on the basis of age or disability. We are committed to diversity and cultivating a culture of equity and inclusion within where all staff can flourish and grow professionally and well beyond.

Primary Responsibilities

- Be professional point of contact for SCLS; handle our 3CX remote phone system.
- Develop and maintain professional relationship with internal and external stakeholders, other senior providers and community organizations.
- Manage an active calendar of appointments;
- Greets and manages walk in clients;
- Establishes office procedures, manages office supplies and office equipment maintenance
- Handles some office finance and communication with bookkeeper, including logging all incoming donations;
- opens, stamps and routes mail;
- Provide administrative and management support on special projects and day-to-day operations;
- Provide meeting and event support: proactively prepare agendas and meeting materials, record meeting minutes, and coordinate meeting and event logistics;
- Coordinate internal and external executive conference calls, meetings, trainings and events;
- Works with HR staff and Program/Practice Directors to manage the organizational calendar;
- Handles confidential and non-routine information and facilitates efficient and meaningful communication between appropriate people and organizational teams on an ongoing basis;
- Provide input on ways to improve structures, efficiency and overall progress of organization;
- Coordinates with Senior Staff and Directors to ensure attendance at partner/funder events;

Competencies and Qualifications

- Must be bilingual, fluency both writing and speaking English/Spanish is strongly preferred;
- Must possess strong communication skills;
- Must be computer literate (word processing, Excel, etc.);
- Must be detail oriented and be able to handle multiple tasks independently; and
- Must be comfortable working with elderly clients and clients in crisis.
- Time management and organizational skills
- Positive, professional, respectful and effective communication skills with diverse community populations
- Commitment to maintain the highest level of integrity and trust for the organization
- Demonstrated commitment to diversity within the office

Compensation

Salary is competitive and commensurate with experience, \$19-\$21/hr. We provide a generous benefits package, including 15 paid holidays, healthy vacation and sick leave, health insurance (employee coverage only) or monthly contribution to employee-selected medical insurance plan, Simple IRA with employer contribution, and mid-December holiday office closure.

To Apply

Review of applications will begin immediately and continue until the position is filled. Applicants are encouraged to apply as soon as possible. Submit via email only: 1) cover letter, 2) resume, and 3) a list of three professional references. Include "**Legal Receptionist**" in the subject line. Please email application materials directly to resume@seniorlegal.org

POSITION OPEN UNTIL FILLED

We are an equal employment opportunity employer and do not discriminate on the basis of race, color, religious creed, sex, pregnancy, gender, national origin, ancestry, citizenship, age, medical condition, disability, marital status, sexual orientation, gender identity (including transgender status) or any other basis prohibited by law.

Mujeres, minorias Y personas con incapacidades se urge que apliquen

For more info, see: www.seniorlegal.org