



Administrative Coordinator

(February 25, 2019)

Application Deadline:

Review of candidates will begin immediately and continue until the position is filled.

About Legal Services for Children (LSC):

Founded in 1975, Legal Services for Children (LSC) is one of the country's first non-profit law firms dedicated to providing free legal representation and social work services to children and youth. Our mission is to ensure that all children in the San Francisco Bay Area are raised in a safe environment with equal access to a meaningful education and other services that are necessary to thrive and grow. We believe that our youth deserve positive alternatives to unnecessary placement in foster care, juvenile justice facilities and immigration detention. LSC pioneered the attorney-social worker interdisciplinary approach that is considered best practice for children and youth who need to access the legal system to stabilize or improve their lives.

About The Position:

This position provides the first point of contact for clients at Legal Services for Children, both in person and by telephone. It requires someone who is friendly and welcoming and who treats visitors with care and respect. Under the supervision of the Office Manager, this key position performs a variety of clerical duties and provides administrative support to the entire organization.

Primary Duties:

- Screening and directing incoming phone calls
- Greeting and interacting with visitors
- Filing legal documents at various courthouses
- Assisting the office manager with the office operations
- Maintaining and updating LSC website
- Other administrative tasks as needed

Qualifications:

- Undergraduate Degree
- Previous clerical experience, including answering multi-line phones
- Ability to work independently and be self-motivated
- Detail-oriented with the ability to prioritize multiple tasks
- Proficiency in Microsoft Office and experience with databases
- **Fluency in English and Spanish is strongly preferred**

Full Time Salary:

Salary is \$43,000. Benefits include fully paid health insurance (medical, dental, and vision), retirement contribution and generous paid leave (vacation, sick, holiday, and sabbatical). LSC also offers a pre-tax commuter benefits program and flexible spending account for qualified health expenditures.

We strive to promote an evolving set of behaviors and attitudes amongst our staff, as well as policies that enable us to work effectively in all cross-cultural situations, with clients, with our coworkers, and with the community. These principles include a commitment to fostering cultural humility, maintaining a commitment to the promotion of social justice and inclusive and respectful workplace in which differences are acknowledged and valued.

We strongly encourage candidates from traditionally underrepresented communities and historically oppressed groups, as well as bilingual and bicultural candidates, to apply.

To Apply:

Please send cover letter and resume to jobs@lsc-sf.org with “Administrative Coordinator” in the subject line. In your cover letter, please address the following in order for your application to be considered:

How do you think your personal background or experiences, professional or otherwise, have prepared you to contribute to our commitment to cultural humility and diversity amongst our staff? Feel free to think broadly about your response to this question, applying various aspects of your life and personal experiences.