



## **New Haven Legal Assistance Association Seeks Office Manager**

### **About New Haven Legal Assistance**

New Haven Legal Assistance Association (NHLAA) is a legal aid organization, founded in 1964 in the midst of the Civil Rights movement. We were established on the principle that everyone, regardless of race or income, should have equal access to the justice system. We work side by side and in relationship with the community in order to lift up our clients' voices and achieve racial, economic, and social justice. NHLAA serves clients living in 22 cities and towns in the Greater New Haven and Lower Naugatuck Valley communities.

### **About the Opportunity**

The Office Manager reports to and receives general direction from the Executive Director. The Office Manager is responsible for various administrative and clerical functions related to the general operation of NHLAA.

### **Primary Duties**

- Provides overall supervision to NHLAA's legal assistants and office assistant which includes initial onboarding, identifying professional development opportunities, and general work assignments.
- Works with the Executive Director to support and manage activities related to the Board of Directors, including attending all board meetings, arranging logistics for Board and committee meetings, preparing the agenda and minutes, supporting new Board members during the onboarding process, and making sure all Board members have resources to effectively participate and perform their Board functions.
- Assists the Executive Director with NHLAA's fundraising and development activities.
- Provides administrative support to members of NHLAA's management team, including managing their calendars and helping prepare for meetings and legal casework.
- Involved in various hiring functions, in coordination with the HR Manager, including placing job advertisements, receiving resumes for available positions, and forwarding appropriate resumes to NHLAA's hiring committee. Schedules interviews of candidates with NHLAA hiring committee and management personnel.
- Coordinates onboarding of new employees with the Executive Director and Human Resources Manager.
- Oversees the general maintenance of NHLAA's facility, including coordinating repairs with landlord maintenance team, and assigning office space for staff.
- Coordinates ordering of equipment and office supplies with Finance Director.
- Responsible for maintaining personnel files, various administrative files, and office records.
- Various financial tasks including, logging all checks, co-signing checks and custodian of petty cash.

- Plus, other duties assigned by the executive director.

### **Qualifications**

- 3-5 years working in administrative role.
- Ability to work collaboratively with others.
- Organized and accountable.
- Takes initiative and works independently.
- Experience working in the legal field and with lawyers.

### **Location**

- NHLAA's primary office is located in New Haven. Occasional travel to court and to our satellite office in Derby, Connecticut will also be required.

### **Timeline**

- The position will begin as soon as possible.

### **Compensation**

- The salary range will be \$75,000-85,000. We offer generous benefits, including a 403(b) retirement plan; health, dental, vision, and short-term disability insurance; sick leave; vacation; most observed state and federal holidays; and loan repayment assistance.

### **Application Instructions**

- Please send a cover letter, resume, writing sample, and list of at least three references to [Employment@nhlegal.org](mailto:Employment@nhlegal.org). NHLAA invites all applicants to include in their cover letter a statement about how your unique background and/or experiences might contribute to the diversity, cultural vitality, and perspective of our staff and legal services practice.

It is the policy of New Haven Legal Assistance to provide equal employment opportunity (EEO) to all persons regardless of age, color, national origin, citizenship status, physical or mental disability, race, religion, creed, gender, sex, sexual orientation, gender identity and/or expression, genetic information, marital status, or any other characteristic protected by federal, state or local law.