LEGAL AID SOCIETY OF GREATER CINCINNATI

EXECUTIVE ADMINISTRATIVE ASSISTANT

Legal Aid Society of Greater Cincinnati is seeking an experienced and reliable administrative professional to provide support to the senior management in our downtown Cincinnati office.

Legal Aid is Southwest Ohio's largest non-profit law firm. Our mission is to reduce poverty and ensure family stability through effective legal assistance. Our attorneys represent individual clients in preventing evictions and foreclosures, addressing domestic violence and divorce, fixing unsafe and unhealthy living conditions, obtaining Medicaid and other health and income benefits, overcoming barriers to employment, or resolving school problems.

Visit our website: lascinti.org

POSITION DESCRIPTION

The Executive Assistant supports the Executive Director and senior management, the Board of Trustees and its committees, maintains corporate and administrative records for Legal Aid Society and its affiliated organizations, functions as the office manager and primary administrative contact for a staff of 100, including 45 attorneys, and supports recruitment, onboarding, and related activities. The Executive Assistant is integral to Legal Aid's grant management, funder relationships, and regulatory compliance. This position requires the exercise of discretion, confidentiality, and independent judgment.

QUALIFICATIONS

- Bachelor's degree or University-level course work with demonstrated writing proficiency.
- Significant experience providing administrative support to senior-level management, preferably in a non-profit, social service, or legal setting.
- Experience typing with speed and accuracy, formatting documents, and navigating a variety of online reporting platforms.
- Reliable, well-organized, attentive to detail, and accountable for results.
- Excellent interpersonal skills and able to interact effectively with staff, government funders, Board members, clients, vendors, and others.
- Able to take notes, compose letters, and draft meeting minutes.
- Demonstrates excellent grammar, editing, and proofreading skills.
- Proficient in Microsoft Word, Excel, Outlook, and Powerpoint, and comfortable learning and using new software.
- Able to work under pressure and maintain composure.
- Bondable and able to pass background checks and government security requirements.

COMPENSATION AND BENEFITS

This is an exempt position with a salary of $65,000+ depending on experience. Legal Aid Society offers an attractive benefits package including health, dental, and vision insurance, employer-funded pension contribution, 401K, generous PTO, and paid holidays.

APPLICATION INSTRUCTIONS

Applicants should submit all items listed below via Legal Aid's ADP platform: http://bitly.info/job

1. Cover letter explaining the reasons for your interest,
2. Current resume, and
3. Contact information for three professional references.

Interviews will be arranged by Legal Aid Society. Please do not call.
Legal Aid Society is an Equal Opportunity Employer.
We encourage all qualified applicants to apply. Legal Aid offers reasonable accommodations in the hiring and employment process. If you need assistance, you may request an accommodation by emailing staffing@lascinti.org.