

**WOMEN'S LAW CENTER of Maryland, Inc.**  
**Job Opening**

**Job Title: Legal Coordinator/Administrative Assistant**

Status: 30-40 hours per week (part or full time option)

Salary: \$29,300 – \$39,000 plus standard benefits

Office climate: Flexible, business casual dress, committed to excellence and service to others.

The Women's Law Center of Maryland, Inc. is a statewide non-profit legal services organization, dedicated to ensuring the physical safety, economic security, and bodily autonomy of women in Maryland. We work towards our goal by increasing access to justice in our legal system through multiple legal projects. Our direct legal services projects provide free attorneys in family law matters, protective order hearings, and immigration proceedings for survivors of intimate partner violence; our hotlines assist callers across the state in family and employment law matters; and our advocacy work covers the expanse of our mission through legislative and judicial selections advocacy. To learn more, visit our web site at [www.wlcmd.org](http://www.wlcmd.org)

Situated in our administrative office in Towson, MD, the Legal Coordinator/Administrative Assistant plays a key administrative role in achieving our mission, including interacting with donors, clients, attorneys, volunteers, and judicial candidates. While we are currently working partially remote, the position will be expected to work primarily in the office, with some opportunities for virtual work, so long as safety allows.

**Duties and Responsibilities Include:**

1. Be the first point of contact for individuals in crisis seeking legal assistance through our services
2. Respond to client questions and make appropriate referrals via telephone and email
3. Conduct in-depth client intakes and on-going client contact for various legal projects
4. Schedule and coordinate judicial applicant interviews
5. Manage legislative database
6. Conduct data entry for multiple legal projects using Legal Server case management software
7. Coordinate and schedule attorneys on legal hotlines, as well as other project staff, volunteers and interns
8. Assist with basic bookkeeping tasks
9. Assist with event and meeting planning and coordination, including preparing mailings and assisting at event tables
10. Process memberships and assist with maintenance of membership database and Constant Contact
11. Assist with production of member communications/bulk mailings, including thank you letters, newsletters, and solicitations
12. Perform general office duties such as typing, filing, handling phones, e-mail, voice-mail; operating standard office equipment including fax and photocopier; order and organize office supplies; organize stored materials and archives

### 13. Other duties as assigned

#### **Requirements:**

- Previous experience performing related tasks in an office environment required
- Must be proficient using Microsoft Windows, Microsoft Office Suite (Word, Excel, Outlook), the Internet, web-based applications, and have aptitude and interest in expanding computer knowledge; must have good typing skills. Experience using LegalServer a plus, but not required
- Must have good judgment, empathy, and strong customer service skills
- Must have the ability to juggle multiple projects and demands at once, and prioritize the needs of those projects and tasks
- Must be detail oriented, accurate, thorough, and well organized
- Must have strong skills in written and oral communication, including courteous and clear telephone communication skills. Must speak English fluently
- Must be flexible and a team player -- someone who will enthusiastically pitch in to get a job done
- Must project positive and professional image and complete tasks promptly and thoroughly without close supervision
- Experience working with the public required; experience working with individuals in crisis or who have experienced trauma in the past preferred
- College degree or equivalent office experience required; prior legal experience and Spanish skills preferred

In order to be considered you must send a cover letter, resume, and three references via e-mail to:

Executive Director  
Women's Law Center of Maryland, Inc.  
305 West Chesapeake Avenue, Suite 201  
Towson, Maryland 21204  
[admin@wlcmd.org](mailto:admin@wlcmd.org)

Position open until filled.

Updated August, 2021.