



**Receptionist – Full Time, In Office (40 hours/week)**

Legal Aid of Marin is seeking an exceptional individual to join our team. Established in 1958, Legal Aid of Marin’s mission is to create an equitable Marin by empowering the community through legal representation, advocacy and education. We envision an inclusive Marin with equal justice and opportunity for all. We strive for practical solutions to client problems through quality legal service. Our programs include housing law, employment law, the Marin Community Court, senior law and pro bono legal services.

**Qualifications**

- 1. Fully bilingual (written/verbal) in English and Spanish.
- 2. Excellent interpersonal, customer service and communication skills working with individuals under stress.
- 3. Attention to detail; strong organization skills.
- 4. Punctual, well-organized multi-tasker, flexible and able to handle constantly changing priorities with enthusiasm.
- 5. Strong computer skills in at least several of the following: Word, Outlook, Excel, Access, and Salesforce, among other databases.
- 6. 2+ years of experience as a receptionist preferred.
- 7. Prior non-profit experience is a plus.

**Duties and Responsibilities**

- 1. Provide outstanding customer service to all persons who visit or call Legal Aid of Marin.
- 2. Provide information about Legal Aid of Marin services and schedule appointments for clients who qualify for services.
- 3. Direct calls, walk-in clients, correspondence and voice mail messages to appropriate staff members or to outside agencies.
- 4. Open mail and screen for appropriate staff.
- 5. Identify correspondence, calls and messages requiring prompt attention and bring to the attention of appropriate staff.
- 6. Treat attorney-client information confidentially.
- 7. Perform day to day office functions, including: create client files, enter data, ensure copier and fax machine are functioning, order supplies, process client donations and other checks, process mail; ensure court documents are directed to the appropriate person.
- 8. Provide other administrative support as needed, including file inventory.
- 9. Provide support in fundraising campaigns as needed.
- 10. Other duties as assigned.

**Compensation:** \$22 - \$24/hour DOE. Legal Aid of Marin benefits include a health, dental, vision and long term disability insurance, vacation, sick leave, and 403(b) plan contribution and participation.

**To apply:** Please send a cover letter, resume, and three references to [valatorre@legalaidmarin.org](mailto:valatorre@legalaidmarin.org).

**Timing:** Available immediately, and open until filled.

We believe that teams are strengthened by diverse perspectives, and we welcome candidates of all races, genders, ages, abilities, orientations, ethnicities, national origins, backgrounds, and experiences to apply. Legal Aid of Marin is an equal opportunity employer that provides equal employment opportunities to all qualified employees/applicants without regard to race, religion, color, sex or gender, sexual orientation, pregnancy, age, national origin, ancestry, physical/mental disability, medical condition, military/veteran status, ethnicity, citizenship or immigration status or any other basis protected by law.