

the Legal Rights Center

Criminal Defense • Restorative Justice

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ADMINISTRATIVE ASSISTANT - Y:EARS TEAM

Application Deadline: Open until filled

The Legal Rights Center (LRC) seeks outstanding candidates for an Administrative Assistant position within its Youth: Education, Advocacy & Restorative Services (Y:EARS) program. LRC is a community-based nonprofit law firm providing school-based restorative justice services, holistic legal defense representation for youth and adults, and education and advocacy regarding problems and impacts of excessive criminalization. Please see our website (www.legalrightscenter.org) for more information about the organization and its programs.

Position Responsibilities:

LRC's Y:EARS Team Administrative Assistant is a new position that will support LRC's data tracking, evaluation, and administrative efforts within the Y:EARS program with a focus on advancing our community mission and advocacy goals. The position responsibilities include:

Data Tracking & Reporting

- Supporting Family Group Conferencing data tracking through use of internal and external database systems.
- Create program data reports using database and data tracking systems.
- Support creation of reports for partners, working closely with Y:EARS Program Director and LRC's Development & Communications Coordinator.
- Support team members understanding and use of database systems.
- Collaborate with Y:EARS Program Director to organize and improve upon current administrative procedures and data processes for the Y:EARS program.

Program Support

- Open and close case files for the Y:EARS team;
- Enter case updates in internal and external databases;
- Maintain timely and effective communication in many forms (emails, letters, phone calls, texts) to support the cases held by Y:EARS team members;
- Draft clear and accurate written documents, including restorative plans following a Family Group Conference.
- Support scheduling and communication with partners.
- Support documentation and updating of LRC's community resources for clients.

Essential Qualifications

- Experience working with data and data tracking systems
- Persuasive and effectively leverages strong written and oral communication skills
- Self-motivated and takes initiative
- Ability to work both in a team and independently
- Strong organizational skills, including strong facility for multitasking
- Computer skills

Salary & Benefits

Compensation for this position is in the range of \$40,000 - \$42,000 annually based upon qualifications and experience.

Health and dental insurance provided.

How to Apply

Please email a letter explaining your interest in the position and your resume to jobs@legalrightscenter.org. Finalists will be asked to provide professional references. For questions or more information, please call Sarah Davis at 612-677-2124.

The Legal Rights Center was created by communities of color working in coalition; a diverse staff best meets the needs of our communities.