



BECAUSE THE LAND NEEDS A GOOD ADVOCATE
ADVOCACY MATTERS, LLC
Legal, Consulting & Mediation Services

Law Firm Office Assistant

Boutique conservation law practice is seeking a highly organized and detail-oriented individual to join our firm as a Law Firm Office Assistant. The ideal candidate should be interested in conservation law and related practice areas, be proficient in research and computer operating systems, and able to provide administrative support to help ensure the smooth running of the office.

Scope of Work.

General Office Assistance-

- Office management and maintenance of legal documents and records.
- Miscellaneous administrative functions as requested.

Conservation Legal Services-

- Client intakes and outreach.
- Research practice areas including, but not limited to, land conservation, non-profits, historic preservation and succession planning.
- Prepare in-house legal memos for project outreach and development.

Desired Skills and Experience.

Software Proficiency- Strong organizational skills. Detail oriented with computer skills that include, but are not limited to, Microsoft Office Suite, On-line meeting platforms, and other office management software.

Strong Interpersonal and Communication Skills- Ability to organize, share, and present findings. Familiarity with, or willing to learn about conservation, historic preservation, succession planning and related law practice area topics. Ability to meet deadlines with deliverables. A knack for working independently and as part of a team.

This is a part-time flexible independent contractor position requiring approx. 10 key days per month to start with growth potential. Hourly starting rate is \$21.00 based on experience.

Contact: Gwendolyn Lacy

Cell (610) 268-5507 Email gwen@advocacymatters.net Website www.advocacymatters.net