

NEW HAMPSHIRE LEGAL ASSISTANCE

Job Announcement

ADMINISTRATIVE ASSISTANT

Please apply by 5 PM on Friday, December 29, 2023

Position Summary:

New Hampshire Legal Assistance (NHLA) seeks a full-time Administrative Assistant. Administrative Assistants provide essential administrative support within our nonprofit law firm. **We are particularly eager to recruit candidates who speak another language (in addition to English) that is widely spoken in New Hampshire. Candidates who are fluent in languages other than English and willing to serve as interpreters as needed are eligible for additional compensation of \$1,500.00 per year.**

NHLA is a civil legal aid provider with offices in Berlin, Claremont, Concord, Manchester, and Portsmouth. We are seeking an Administrative Assistant to be based in our Manchester office, with regular travel to cover our Portsmouth and Concord offices. The Administrative Assistant will work across NHLA's different practice areas, with a special focus on immigration law.

Mileage reimbursement at the IRS rate and toll reimbursement will be provided for travel between Manchester and Portsmouth/Concord. NHLA offers hybrid (remote/in person) work arrangements to interested staff, typically permitting up to two days per week of regularly-scheduled remote work. Staff members are provided with the necessary equipment (such as laptop computers) to work from their homes. This position requires at least three days per week of in-person work, including in-person work on Fridays, and will require five days per week of in-person work in some weeks.

The desired start date for this position is no later than January 29, 2024. A summary of NHLA's application process and timeline is included with this announcement.

NHLA is an Equal Opportunity Employer. We are committed to building a diverse staff that reflects the communities of low-income and older (age 60 plus) people NHLA works alongside, and we value equity and inclusion in our workplace. NHLA actively seeks applications from Black people, Indigenous people, people of color, the LGBTQ community, people with disabilities, older adults, veterans, people who have lived experience with poverty, and other people belonging to communities that have historically experienced injustice.

Administrative Assistant Position Duties:

- Provide regular coverage during the planned leaves of other administrative support staff in NHLA's Concord and Portsmouth offices, with a home base in NHLA's Manchester office
- Provide administrative support to NHLA's Immigrant Justice Project and its attorney/paralegal staff, including some in-person work in offices other than Manchester
- Collaborate with NHLA attorneys and paralegal advocates to support preparation of correspondence, memoranda, court documents, presentations, and other documents
- Provide in-person and telephone reception, including greeting office visitors and handling telephone calls and email correspondence
- Process incoming and outgoing mail
- Support attorney and paralegal advocate work through tasks such as scheduling and file maintenance
- Conduct confidential interactions with NHLA clients by telephone and email, as well as in person
- Provide case preparation, litigation, and project support, including interactions with government agencies and other law firms
- If qualified, serve as an interpreter and translator as needed

Posted: December 11, 2023

Candidate Qualifications and Competencies:

- Fluency in a second language widely spoken in New Hampshire, in addition to English, strongly desired (candidates with this qualification are eligible for additional compensation of \$1,500.00 per year)
- Previous administrative support experience desired
- Excellent attention to detail and organizational skills
- Excellent interpersonal and communication skills
- Current technology skills including proficiency in Microsoft Office and Adobe
- Ability to travel regularly to other offices, particularly NHLA's Portsmouth and Concord offices
- Willingness to contribute actively to an inclusive workplace culture
- Commitment to serving people with low income and older adults and learning about poverty law; prior law-related work and/or knowledge of New Hampshire social services a plus

Position Salary/Benefits:

This is a full-time position. Full-time is defined as 37.5 hours per week. This position is considered non-exempt for the purpose of federal wage/hour law.

The anticipated salary for the position depends on prior administrative-related work experience, expected to range from \$21.34 per hour/\$41,612 per year for candidates with 0 years of prior administrative support work experience, to \$23.58 per hour/\$45,981 per year for candidates with 5 years of experience, to \$26.41 per hour/\$51,495 per year for candidates with 10 years of prior administrative-related work experience. The position is eligible for the NHLA employee benefits package including medical/dental insurance, retirement plan, and generous paid time off.

How to Apply:

By 5 PM on December 29, 2023, please send your resume with a cover email summarizing your interest in the position and your qualifications to: officemanager@nhla.org. A separate cover letter is not required in addition to the cover email.

In your cover email, please feel invited to tell us anything that will help us communicate respectfully with you, including your preferred pronouns, the pronunciation of your name, any communication access needs or reasonable accommodations requested during the hiring process, or any other relevant information.

Application Process and Timeline:

NHLA will appoint an Interview Committee including 2-3 NHLA staff members and the NHLA Human Resources Manager. NHLA occasionally asks people who are not NHLA staff members to serve on an Interview Committee.

We expect the Interview Committee to conduct first interviews with no more than 5 candidates. Interviews are 45 minutes in duration and typically scheduled between 9 AM and 5 PM on weekdays. We can accommodate other scheduling preferences if necessary. Candidates selected for first interviews will receive a list of the interview questions at least 24 hours in advance. No other questions will be asked at the interview, but it is possible that not all questions will be asked if we run out of time. We will leave at least 10 minutes for candidate questions at the conclusion of the interview. For candidates who speak a language other than English, a portion of the interview may be conducted in that language, with interpretation provided for other participants as needed.

The Interview Committee will recommend no more than 2 finalist candidates to the Executive Director for second interviews. Second interviews are 30 minutes or shorter in duration and typically scheduled between 9 AM and 5 PM on weekdays. We can accommodate other scheduling preferences if necessary. The Executive Director may conduct the second interview alone or with 1 other NHLA staff member, who may be a member of the Interview Committee. Questions are not provided in advance for second interviews. We will leave at least 10 minutes for candidate questions.

After the second interview, we will ask a single finalist candidate to provide 3 references and, for attorney and paralegal positions, a brief writing sample of no more than 10 pages. We will contact the 3 references as quickly as possible, asking all references the same questions. Candidates with disabilities who wish to request reasonable accommodations should they be offered the position are invited to request them, in writing, at this stage of the process.

Based on information gathered in the entire hiring process, we will make an offer to a single candidate with salary and benefits information. The offer is contingent on completion of a criminal record background check as well as a records check through the New Hampshire Department of Health and Human Services Bureau of Elderly and Adult Services State Registry. Not all criminal records are disqualifying.

Once a candidate has accepted the position, we will notify all candidates who had a first interview (or a first and second interview) that they have not been selected for the position.

Please note that NHLA does not expect to receive thank you notes from candidates selected for first or second interviews and does not place any weight in the hiring process on receiving (or not receiving) thank you notes.

About New Hampshire Legal Assistance:

NHLA is a statewide nonprofit law firm that helps low-income and older individuals and families with civil legal problems that impact their basic needs, such as housing, economic security, and safety from violence. As a civil legal aid provider, we represent clients in all of New Hampshire's state and federal courts, as well as before administrative agencies. We advocate for low-income and older people in the New Hampshire Legislature and offer training and education to our client communities as well as fellow service providers. NHLA is a cornerstone New Hampshire nonprofit that has been operating for over 52 years.

