

## PRO BONO RESOURCE CENTER OF MARYLAND

### Position Description for ADMINISTRATIVE ASSISTANT

Highly motivated, organized, and bright individual with excellent computer skills needed to assist Deputy Director and management with a variety of administrative and communication tasks, including scheduling and organizing meetings, working with partner agencies and supporting other office management and program tasks. Must be extremely proficient in Microsoft 365 and have excellent attention to detail and follow-through.

Competitive annual salary of \$50,000 – 53,000 depending on experience. Excellent benefits, including 401K plan, medical, dental, drug and vision coverage, short-term disability and paid vacation and sick time. Work can be done largely remotely.

#### PRIMARY RESPONSIBILITIES:

- 1) Schedule meetings, handle all meeting logistics, and take thorough notes when requested
- 2) Organize items pending Deputy Director review, such as expense reports and reimbursement requests
- 3) Field email inquiries and calls
- 4) Draft correspondence on behalf of the Deputy Director
- 5) Maintain electronic and hard-copy filing systems
- 6) Assist with periodic database data entry and clean-up tasks
- 7) Provide support with PBRC's upcoming strategic planning process
- 8) Assist with local committee and Standing Committee on Pro Bono tasks
- 9) Contribute to review processes for reimbursement Fund requests, grant-required timesheets, and grant applications/reports
- 10) Assist with outreach to other staff and partner organizations
- 11) Other administrative tasks as assigned

#### QUALIFICATIONS:

- Prior experience in an administrative or support role;
- Previous data entry experience;
- Ability to work in fast-paced environment and pivot to support shifting priorities;
- Excellent attention to detail;
- Advanced computer skills, particularly with Microsoft 365 (especially SharePoint, Outlook, Word, Excel, and PowerPoint) and Adobe Acrobat Pro; Salesforce experience a plus
- Strong commitment to helping the community and ensuring equal access to justice.

***PBRC is a statewide non-profit organization whose mission is to engage and support the Maryland legal community in meaningful and impactful volunteer service to ensure equal access to justice for those in need.***

*The Pro Bono Resource Center of Maryland is an equal opportunity employer committed to diversity. We encourage all interested persons to apply including applicants of color, people with disabilities, and others historically underrepresented in the legal field.*

**\*Send resume, cover letter and references to: [ltwigg@probonomd.org](mailto:ltwigg@probonomd.org);  
subject line "Administrative Assistant"**