



### **Job Description**

Position: Bilingual, Full-time Office Assistant

Reports to: Executive Director

Location: Glenwood Springs, Colorado

### **Responsibilities**

- Greet clients and visitors at our Glenwood Springs office, Monday through Friday, from 9 a.m. – 4 p.m.
- Assist with answering phone and returning calls
- Scan and upload client documents as needed
- Assist with case management as needed to support paralegals and attorneys
- Prepare and modify documents including correspondence, memos, emails
- Maintain office supplies and equipment
- Assist with other administrative tasks as assigned

### **Qualifications**

- English and Spanish fluency required
- Proficiency in Microsoft Office (including Word and Excel) required
- Knowledge of operating standard office equipment
- Excellent interpersonal communication skills – written and verbal
- Ability to prioritize projects
- Strong problem-solving skills
- Ability to handle sensitive cases, often involving victims of trauma, with integrity and empathy
- Attention to detail

### **Compensation**

\$52,000 annual salary, plus a \$500 monthly health insurance stipend (employer-provided insurance is available), 401k, and accumulated paid-time off

### **How to Apply**

Interested applicants should send a cover letter and resume with at least three professional references to: [office@alpinelegalservices.org](mailto:office@alpinelegalservices.org)

### **Additional Information**

Alpine Legal Services is an equal opportunity employer. All applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran or disability status.