



Position: Executive Assistant (with Legal Support Responsibilities)

Salary: \$22 - \$27 hour, with potential for review and increase

Hours: Monday-Friday, 9 AM - 5 PM, not to exceed 7.5 hours per day

Organization: Elder Law and Disability Rights Center

Location: Santa Ana

About Us: Elder Law and Disability Rights Center is a small grass roots legal services non-profit based in Orange County, California. Through advocacy, education, and the provision of free and low-cost legal services, the ELDR Center strives to ensure dignity and justice for members of our communities who are elderly, living with disabilities, or experiencing homelessness. We provide a range of free and low cost legal services, including limited conservatorship, end-of-life planning, disability justice, special education, and support for unhoused communities through civil rights litigation and shelter oversight. We are looking for a dedicated and detail-oriented individual to join our team.

Job Summary: ELDR seeks a highly organized and personable Executive Assistant who is passionate about supporting executive functions within a non-profit setting. The ideal candidate will have a career background in executive support or be a professional eager to contribute their expertise to a meaningful cause by joining our small organization. Additionally, the role requires flexibility to assist our legal assistant team with various administrative tasks as needed.

Key Responsibilities

Executive Support:

- Provide comprehensive administrative support to the executive director.
- Manage executive calendars, schedule meetings, and coordinate travel arrangements.
- Prepare and edit correspondence, communications, presentations, and other documents.
- Handle sensitive information with discretion and confidentiality.
- Support grant reporting and relationship management.
- Organize and prioritize tasks to ensure executives' schedules run smoothly.

Legal Support (as needed):

- Assist in fielding calls, screening clients, and handling mail.
- Conduct initial client intake and gather relevant information.
- Manage general administrative tasks, including answering phones, scheduling appointments, and checking incoming text messages.
- Support pro bono volunteers and project manage free community clinics.
- Prepare client retainers and billing.
- Scan and calendar litigation documents.
- Translate documents and meetings as needed.

Qualifications:

- Proven experience as an executive assistant or in a similar role.
- Excellent organizational skills including with electronic documents.
- Strong interpersonal and communication abilities.
- Detail-oriented and able to handle multiple priorities in a fast-paced environment.
- Proficient in Microsoft Office Suite, G-Suite, and other office management software.
- Familiarity with legal terminology and processes is a plus but not required.
- Willingness to step in and assist with various tasks as needed in a small and growing organization.

Benefits:

- Opportunity to work in a mission-driven organization.
- Collaborative and supportive work environment.
- The office is closed on all court holidays.
- Dog friendly office.
- Competitive health insurance, 401K, and vacation time offerings.
- Flexible work from home policies based on performance after onboarding.

Inclusive Hiring: ELDR is committed to diversity, inclusion, and equity in all hiring decisions. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.

To Apply: Please send your resume and a cover letter detailing your relevant experience and why you are interested in this position to careers@eldrcenter.org. Applications will be reviewed on a rolling basis.