**Office Assistant Job Announcement**

Children’s Law Center of Central North Carolina (CLC) is searching for a part-time Office Assistant. 15-20 hours/week grant funded position. $17.00/hour. CLC provides children with quality legal advocacy focusing on domestic violence issues, high conflict custody cases and the rights of children in public education. The Office Assistant will provide administrative support to the Executive Director and Staff Attorneys.

**Responsibilities include but are not limited to:**

* Assist the Executive Director and Staff Attorneys with data entry required for grant reporting;
* Gather expense verification materials and prepare reimbursement requests for the Executive Director’s review;
* Greet clients, collateral witnesses and visitors at CLC’s offices;
* Assist Staff Attorneys with clerical tasks in support of their work on cases;
* Assist Staff Attorneys with communication with collateral witnesses and others in support of their work.

Qualifications:

* Associates Degree or higher;
* 2-3 years of experience in an office setting, preferably in the legal field;
* Microsoft Office Suite proficient;
* Prior data entry experience;
* Excellent attention to detail
* Strong interpersonal communication skills.

**Please Submit cover letter and resume to Iris Sunshine, Executive Director Children’s Law Center of Central North Carolina;** **isunshine@childrenslawcenternc.org****. No phone calls please. Children’s Law Center of Central North Carolina is an equal opportunity employer.**