

JOB ANNOUNCEMENT

Position	Part-time HR/Administrative Assistant
Organization Description	<p>The Public Law Center (PLC) seeks an energetic HR/Administrative Assistant to join our team.</p> <p>PLC provides high quality legal services to low-income residents and nonprofit organizations in Orange County. Legal issues include Consumer Law and Bankruptcy, Family Law, Immigration, Housing and Homelessness Prevention, Veterans, Health Law, and Transactional Law assistance. Clients apply for assistance from PLC in all of those areas through specialized phone lines, community and courthouse-based clinics, and through community partner referrals, where staff and volunteers screen clients for eligibility as well as substantive merit.</p>
Qualifications	<ul style="list-style-type: none"> • HR experience is a plus • Must have strong computer skills (specifically Word, Excel and Zoom Meetings) • Excellent verbal and written communication skills • Proven time management and organizational skills with strong attention to detail • A successful candidate has ability to multi-task and work productively with minimal supervision • High school diploma • Must be fully vaccinated against COVID-19 unless the applicant has a valid medical reason for not being fully vaccinated or a sincerely held religious belief preventing vaccination
Duties and Responsibilities	<ul style="list-style-type: none"> • Perform all duties related to recruiting • Maintain job descriptions, requirements and classifications for all positions • Update job postings on multiple sites • Review applicants' resumes • Record and track information using excel spreadsheets, calendars, etc. • Schedule interviews for hiring managers and/or hiring teams • Ensure compliance with federal and state regulations and guidelines. • Uphold a strict level of confidentiality • Develop and sustain a level of professionalism among staff and outside contacts • Other administrative duties as assigned
Salary & Benefits	<ul style="list-style-type: none"> • Compensation dependent on experience; range of \$21.00/hour to \$23/hour (30hrs/week) • Competitive benefits provided and hybrid work schedule
<p>Please submit resume and cover letter to Grace Landa at: glanda@publiclawcenter.org</p> <p>Please no phone calls.</p> <p style="text-align: center;">APPLICATION DEADLINE: Open until filled</p> <p style="text-align: center;">The Public Law Center is an Equal Opportunity Employer.</p>	