

JLAP Administrative Assistant Job Announcement (Jan 2025)

The Arkansas Judges and Lawyers Assistance Program (JLAP), a Supreme Court Program, is in need of an Administrative Assistant. The office is located in Little Rock with a limited possibility of virtual work options. The candidate must demonstrate extensive levels of organizational skills, efficient time management, high motivation & initiative with considerable attention to details. The candidate must value and uphold the utmost levels of confidentiality, integrity, and professionalism. The Administrative Assistant is under the direction of the JLAP Assistant Director and the JLAP Executive Director.

Responsibilities include:

- Receive calls and maintain front desk reception during regular business hours in a professional, discrete, and courteous demeanor;
- Handle day-to-day office oversight, including ordering office supplies and equipment, troubleshooting equipment and software malfunctions, maintaining office space and cleaning needs, handling incoming and outgoing mail needs, assisting with future office needs that may arise;
- Handle basic monthly financial processes, including logging of receivables and payables; coordinate with external accounting to ensure timely payment of vendors and the provision of appropriate supporting documentation;
- Maintain and organize digital and paper files in accordance with organizational policies;
- Schedule and make meeting arrangements for JLAP staff, committees, board, volunteers, and events, including arranging for lodging and food; compiling and distributing meeting agendas, reports, and packets; and recording and promptly finalizing and distributing meeting minutes and action items;
- Prepare routine correspondence, including coordinating and assisting with board and donor recognition, bulk mailings, digital email correspondence, social media postings
- Communicate frequently with foundation board members and commissioners, vendors, allied organizations, attorneys, and the general public;
- Coordinate speaking engagements and other outreach; maintain organizational calendar; and
- Respond to other routine or needed requests.

Qualifications include:

- Highly values punctuality and exhibits proficient time management skills;
- Outstanding written and oral communication skills;
- Highly efficient organizational skills, including the ability to prioritize and manage multiple tasks simultaneously, and follow up without supervision;
- Driven and motivated to take initiative where necessary; creative and willing to engage in group brainstorming of new tasks/projects;
- Highly Proficient in Gmail, GSuite, Microsoft, Zoom, Wix, Quickbooks, various social media platforms, Canva, Constant Contact; plus willingness to learn about other programs;
- A bachelor's degree with administrative support experience or 5+ years of experience in administrative support is preferred;
- An associate's degree with 2+ years administrative support experience will be considered;
- Experience with graphic design and digital marketing is preferred, not required;
- A 4 year degree is preferred.

JLAP offers a friendly, independent and altruistic work environment for individuals seeking to advance the wellbeing and overall mental health of the legal community. The salary and benefits are commensurate with a state level position GS07. JLAP offers some flexible work opportunities. To qualify for flexible work, the team member must consistently complete all assigned tasks and work proactively. Flexible work is at the discretion of the JLAP Executive Director and requires pre approval.

For consideration, applicants may email their resume and cover letter to confidential@arjlap.org