Empire Justice Center, a highly respected, statewide legal services organization, is seeking an administrative assistant to join our team. The administrative assistant will work in the Disability Advocacy Program (DAP) unit. The DAP unit represents individuals who have been denied Social Security Disability benefits, and trains advocates throughout the state in this area.

Empire Justice Center hires dedicated, determined, and passionate advocates to make a significant impact on the lives of New Yorkers. We achieve our successes through a combination of direct legal representation and high-impact litigation and policy work. We also provide training and technical assistance to other advocates working towards the same goals.

With offices in Rochester, Albany, Westchester County, and Long Island, our organization offers staff an exciting and dynamic working environment and a strong commitment to teamwork, diversity, and personal/professional development.

**Primary Responsibilities for the Administrative Assistant:**

The Administrative Assistant will provide support to attorneys and paralegals located primarily in our Rochester office. The work includes intake coordination (greeting clients, answering phones, copying, scanning, data entry), and case development (opening and closing files, obtaining medical and school records).

**QUALIFICATIONS**

- Bilingual English/Spanish preferred.
- Quick-thinking problem solver; thrives in a fast-paced environment.
- Ability to work independently and multitask.
- Flexible with excellent interpersonal skills, and a customer service-oriented mentality.
- The ability to prioritize tasks to meet all deadlines.
- Works well with all levels of internal management and staff, as well as outside clients and vendors.
- 1+ years of administrative support experience preferred
- Proficiency with MS Office Suite; Outlook, Excel, and Word

**SALARY AND BENEFITS**

The top salary for this role is $43,056. Salary is commensurate with experience and based on the organization's salary scale. Empire Justice Center offers a generous benefits package, including health insurance, pension and life insurance, vacation, holiday, personal and sick time. We are an organization that supports and encourages a work/life balance. Empire Justice Center is an Equal Opportunity/ Affirmative Action employer and desires a diverse and inclusive workforce. People of color, women, people who are disabled, and people who are LGBTQ+ are welcomed and encouraged to apply.
TO APPLY
Applications will be accepted until the position is filled. If interested e-mail a cover letter, resume, writing sample and three professional references to employment@empirejustice.org

Please include, **DAP Administrative Assistant, First/Last Name** to the subject line of the email. No phone calls or hard copies please. Incomplete applications will not be considered.

DAP Administrative Assistant
employment@empirejustice.org