



JOB ANNOUNCEMENT
(11/08/17 - Please Post)

Development Assistant
Executive Office
Sacramento, CA

Position: Part-time Development Assistant (15-20 hrs per week – Contract, through March 1, 2018)

To Apply: Send résumé, three (3) references with telephone numbers, and a cover letter describing your interest in the position and qualifications to:

Nanette Aubut, Development Director
Legal Services of Northern California
517 Twelfth Street
Sacramento, CA 95814

Application Deadline: November 27, 2017

Program Description:

Founded in 1956, Legal Services of Northern California (LSNC) provides high quality civil legal assistance to the poor, seniors, and persons with disabilities in more than 23 northern California counties. Funded in part by the federal Legal Services Corporation, LSNC has eight field offices and 2 special projects. The mission of LSNC is “to empower the poor to identify and defeat the causes and effects of poverty within their communities.”

Qualifications

Performs a variety of skilled administrative, marketing, event and volunteer coordination duties for the Director of Development. The position requires a working knowledge of internet, social media platforms including Facebook and Twitter and email (preferably Google applications, graphic and software programs). Candidate must also have excellent written and verbal communication skills; feel comfortable in a variety of social situations; have a positive and outgoing personality; be able to work effectively on several projects at any given time; have problem solving skills; be able to meet deadlines, follows through with minimal supervision, and accept direction and change. Some evenings, early mornings, and weekends are required. Candidate must have a valid California driver’s license and be willing to drive.

Executive Office:
517 12th Street
Sacramento, CA 95814
P: 916.551.2150
F: 916.551.2195
www.lsncc.net

Responsibilities

Duties include, but are not limited to: Assist with online social networking and schedule posts. Help to coordinate sponsors, volunteers and vendors, and to prepare marketing materials for the event. Work with Valentine Run outreach committees and coordinate volunteers; assist at all levels of events including calling and writing to obtain pledge prize items and picking up donations. Assist Development Director by providing support where needed.

Experience/Education

Minimum of one year prior experience. High school diploma or GED.

Salary: \$20 per hour

LSNC IS AN EQUAL EMPLOYMENT OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER AND ENCOURAGES WOMEN, PEOPLE OF COLOR, PEOPLE WITH DISABILITIES, OLDER PEOPLE, AND LESBIAN, GAY, BISEXUAL, AND TRANSGENDER PEOPLE TO APPLY.