



JOB ANNOUNCEMENT
Sacramento, CA

Position: Development Assistant - Development Department
Part-time, 30 hrs per week

To Apply: Apply online at www.lsn.net/jobs or send résumé, cover letter, and 3 professional references with telephone numbers to:

Nanette Aubut, Development Director
517 12th Street
Sacramento, CA 95814
naubut@lsnc.net

If sending materials via email, please attach as a single PDF document.

Application

Deadline: Open until filled

Start Date: December 15, 2022

Program Description: Founded in 1956, Legal Services of Northern California (LSNC) provides high quality civil legal assistance to people who are low income, elderly and disabled in 23 northern California counties. LSNC engages private attorneys to volunteer their time to assist eligible clients throughout its service area, in collaboration with LSNC staff attorneys.

RESPONSIBILITIES:

Under the supervision of the Development Director, the Administrative Support Clerk performs a variety of skilled administrative, marketing, and event duties in direct support of professional staff and volunteers.

The position requires a working knowledge of internet, social media platforms including Facebook and Instagram and email (preferably Google applications), graphic and software programs, preferably Canva and/or InDesign, and email marketing programs, preferably Constant Contact. The candidate must also have excellent written and verbal communication skills; arrive to work and events timely; feel comfortable in a variety of social situations; be able to work effectively on several projects at any given time; have problem solving skills; be able to meet deadlines; follow through with minimal supervision; and accept direction and change. Occasional evenings, early mornings, and weekends are required when we are preparing for an event. 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.lsn.net

DUTIES:

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 events. Work with Valentine Run outreach committees and coordinate volunteers; assist at all levels of events including calling and writing to obtain pledge prize items, picking up donations, and delivering equipment and supplies to event locations. Assist Development Director with proofreading, formatting and designing newsletters, annual reports and other written communications.

EDUCATION/EXPERIENCE:

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

SALARY & BENEFITS:

\$25 per hour. Legal Services of Northern California offers an excellent fringe benefit plan.

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.