

Job Description: Administrative Assistant

Thomas More Society

The Thomas More Society is a not-for-profit, national public interest law firm dedicated to restoring respect in law for life, family, and religious liberty. Based in Chicago, the Thomas More Society defends and fosters support for these causes by providing high quality *pro bono* legal services from local trial courts all the way to the United States Supreme Court.

Job Title: Administrative Assistant

Reports to: President & Chief Counsel and Co-Executive Directors

Timing: Immediate

Expires: Application window open until December 21, 2015

Position Overview: The Administrative Assistant will be responsible for providing administrative and some legal support for the President & Chief Counsel and other attorneys of the Firm. This includes managing and maintaining legal filing systems in accordance with the Firm's policies, managing attorneys' schedules, maintaining client and donor relationships, project management, taking dictation, drafting notices, letters, and filings, and conducting research.

The Administrative Assistant will be the essential support for the Firm's attorneys. The Administrative Assistant will be a vital part of the team in helping our attorneys focus on tasks, maintain organization, and increase efficiency in their daily work product. S/he will work directly with the leaders of the organization and the organizations' top clients and collaborators.

Additionally, the administrative assistant will have the opportunity to work closely with the Society's public relations and fundraising teams to assist with media outreach and event planning.

Specific Functions Include:

- Manage legal docketing system, filing legal documents in accordance with Firm policies.
- Update and maintain the office docketing calendar.
- Organize and maintain the attorneys' calendars.
- Schedule all appointments for the attorneys.
- Maintain client and collaborator relationships.
- Professionally answer office phone calls.
- Draft notices and cover letters for attorneys.
- Organize attorney files, cases, and offices.
- Maintain attorney memberships, registrations, and renewals.
- Order case transcripts and other case materials.
- Filter and organize attorney emails, messages, and mail.
- Interact with firm's top clients, donors, and collaborators.
- Assist in drafting press releases and maintaining the website.
- Provide support in coordinating fundraising events.

Qualifications:

1. Bachelor's degree is required. Legal interest is highly desirable. Past experience in legal field and/or in providing secretarial support is desirable.
2. Appreciation and support of the Society's mission.
3. Respect for the Magisterium of the Roman Catholic Church.
4. Familiarity with the legal issues that Thomas More Society regularly encounters, especially issues surrounding human life, family, and religious liberty.
5. Demonstrated interest in the pro-life / pro-family movement.
6. Knowledge of basic computer functions and features, Microsoft office suite, Google tools, and social media tools, including Facebook, Twitter, and LinkedIn, is essential. Knowledge of donor software (e.g. Donor Perfect), Lexis, and Basecamp is beneficial.
7. Exceptional organizational skills, as well as the ability to be flexible, juggling multiple projects at once.
8. Proven reliability and follow-through.
9. Ability to work cohesively and cooperate as part of a team in a small office setting.
10. Easy-going, ability to work well even under pressure and deadlines.
11. High energy personality, self-starter.
12. Excellent English, writing, and communication skills.
13. Refined and professional phone answering skills.

Salary:

Salary is competitive with similar non-profit positions. The Administrative Assistant position will be a full-time salaried position requiring as many hours as necessary to complete the tasks assigned.

To apply, please submit to the address below:

- 1) cover letter
- 2) resume
- 3) writing sample

Please note that your cover letter must include a personal statement of support for the pro-life movement and of the Thomas More Society's mission. Applicants who do not include this in their cover letter will be rejected without further review.

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Please, no telephone inquiries or office visits at this time. Due to the number of applications we receive, we are not always able to respond to each person individually.