



*Founded 1965*

**CENTER FOR ARKANSAS LEGAL SERVICES**

**JOB ANNOUNCEMENT**

Please Post or Share with Interested Persons

**EXECUTIVE ASSISTANT**

The Center for Arkansas Legal Services is seeking an Executive Assistant in its Little Rock office. Duties include maintaining client and donor databases; grant billing, coordinate meetings and fundraising activities, preparing itineraries and agendas; compiling documents for meetings; record minutes of meetings; compiling, assembling, and distributing Board meeting materials; graphic design; compose correspondence; assist with payroll and administrative tasks; uphold a strict level of confidentiality; and other duties as assigned.

Qualifications include good verbal and written communication skills; self-starter with good organizational skills; and experience with case management, database, Excel, word processing and graphic design software. Competitive salary based on qualifications and experience. Benefits include health, dental and life insurance, 403(b) retirement and cafeteria plans.

Applicants must submit a completed job application, resume, cover letter, and three job references to [jobs@arkansaslegalservices.org](mailto:jobs@arkansaslegalservices.org), Center for Arkansas Legal Services, 1300 W. 6<sup>th</sup> St., Little Rock, AR 72201, 501-376-3423. The Center for Arkansas Legal Services job application is available online at [www.arlegalservices.org](http://www.arlegalservices.org). Minorities, persons of all ages, women and persons with disabilities are encouraged to apply. Position is open until filled.

The Center for Arkansas Legal Services is a nonprofit organization, which provides free legal assistance to low-income and elderly individuals in 44 Arkansas counties.