



**Maine Equal Justice is hiring an Administrative Assistant to  
Help us Increase Economic Security and Opportunity in Maine!**

Maine Equal Justice has an immediate opening for a highly organized, detail-oriented individual for a **part-time** Administrative Assistant. The Administrative Assistant position performs a variety of administrative and clerical tasks.

Maine Equal Justice is a nonprofit legal aid provider located in Augusta that represents the interests of people with low income in the state legislature, before the courts and administrative agencies, and through outreach and education in the community. Maine Equal Justice strives to increase economic security, opportunity, and equity in Maine, ensuring that people can access adequate health care, food, income security, and higher education and training.

**Representative Tasks:**

- Provide support for Administrative staff, assisting with scheduling meetings, meeting follow up, and travel arrangements
- Provide technological support for the office, including data entry, clean up, and report generation
- Assist in the preparation of regularly scheduled reports
- Help to improve and maintain the electronic filing system and create and maintain contact lists

**Knowledge, Skills, and Abilities:**

- Knowledge of computer programs, including Word, Excel, Access, Outlook, G-Suite, Salesforce
- Knowledge of office management systems and procedures
- Excellent time management skills and the ability to prioritize work
- Attention to detail and problem-solving skills
- Excellent written and verbal communication skills
- Strong organizational skills with the ability to multi-task

**Minimum qualifications:** A two (2) year combination of education, experience, and training in office administration/clerical work.

**Licensing/Registration/Certification Requirements:** None

**Special Requirements:** None

**Salary Range:** \$16 per hour

**To apply:** Submit a letter of interest and a resume addressed to Robyn Merrill, Executive Director, and emailed to [jsanborn@mejp.org](mailto:jsanborn@mejp.org), or mailed to Maine Equal Justice, 126 Sewall Street, Augusta, Maine 04330. (If submitting via email, the letter and resume must be sent as attachments [pdf's preferred] links will not be opened.) Applications will be accepted until **May 31, 2019**. More information about Maine Equal Justice can be found on the website: [www.mejp.org](http://www.mejp.org)