



**MID-MISSOURI LEGAL SERVICES
CORPORATION
117 NORTH GARTH AVENUE
COLUMBIA, MISSOURI 65203**

Executive Assistant
Mid-Missouri Legal Services
Columbia, Missouri Office

Mid-Missouri Legal Services is a legal aid organization that provides free civil legal assistance to low-income individuals and families in the mid-Missouri area.

Mid-Missouri Legal Services has an opening for a full-time Executive Assistant in its Columbia, MO office. The Executive Assistant is responsible for providing administrative support to the Executive Director and other executive staff and will work with the Executive Director on a variety of projects. As an Executive Assistant, you will have a direct impact on our mission by working with the Executive Director and staff to facilitate communication and execute planning.

Job Duties

- Provide a wide range of complex office administration and support for the Executive Director as well as the Chief Financial Officer.
- Provide Board of Director's administrative functions as directed by the Executive Director.
- Create and maintain Board of Directors meeting agendas, including creating board packets for routine and special board meetings.
- Schedule and coordinate an organized schedule of events, meetings, travel itineraries, conference calls, including registration and travel arrangements as necessary for Executive Director and other staff. Manage calendars.
- Write, draft, and edit important data such as documents, reports, and presentations; proof letters and memos.
- Support the Executive Director in strategic communications, organizational strategy, and all other special projects as assigned.
- Assist with and prepare copy for publication or submission of grant proposals and/or reports.

- Coordinate operation of office management including managing supplies and meeting room space, tracking inventory, and maintaining equipment and key card lists.
- Manage vendor relationships and assist with seeking bids for services, equipment, supplies and other goods.
- Calendar and track leave requests; assist with bi-weekly time sheet submissions and review for payroll.
- Maintain strict confidentiality and protect operations by keeping information confidential.
- Other duties as assigned.

Required Job Skills & Qualifications

Minimum of Associates Degree or 2 years proven experience as an executive/administrative assistant or related position

- Superior writing and communication skills
- Excellent organizational skills, commitment to accuracy and attention to detail
- Excellent Time management skills
- Extraordinary people skills
- Ability to handle sensitive and confidential situations with diplomacy
- Working knowledge of Microsoft Office and common scheduling software such as Outlook
- Commitment to Legal Services' mission

MMLS offers a professional and friendly environment and fosters good work-life balance. MMLS provides an excellent benefit package, including fully paid health, dental, long term disability and life insurance premiums; generous holiday, health leave and vacation days; and employer contributions to the MMLS 401(k) plan.

Please submit cover letter, resume, and three references by email to: admin@mmls.org. Applications will be considered on a rolling basis. MMLS is an equal opportunity employer and dedicated to diversity in its staff.

