

## **Legal Office and Grants Administrator**

### **Farmers' Legal Action Group (FLAG)**

**Location:** Twin Cities Metro

**Category:** Administration Support Services

**Job Type:** Full Time

**Activity Area:** Legal, Civil Rights Advocacy

**Closing Date:** open until filled

**Compensation:** Depends on experience

#### **Organization Summary:**

FLAG is a national nonprofit law firm dedicated to providing legal services and support to family farmers and their communities in order to help keep family farmers on the land. Founded in 1986 in response to the farm credit crisis, FLAG has a well developed expertise in topics essential for the survival of small family farms, and plays a vital role in the many conversations about building a more equitable and sustainable food system for our community. In recent years, FLAG has worked extensively with Minnesota's growing immigrant farming communities, and serves as an educational resource for other farm advocacy and direct service organizations. To learn more, please visit [www.flaginc.org](http://www.flaginc.org).

#### **Primary Duties:**

FLAG is seeking a full-time Legal Office and Grants Administrator. This is a critically important position and the hub of FLAG, and requires someone who is comfortable interacting with a diverse clientele. Primary responsibilities include:

- General office management and administration: Provide primary phone, reception, and mail coverage; maintain hotline requests, organizational emails, calendar, filing, legal library, etc.; purchase supplies and oversee equipment maintenance; document procedures and provide new employee orientation on office systems; organize and maintain office and computer files.
- Production management and coordination: Manage formatting and production of funding proposals, reports and correspondence, including some design elements.
- Assistant to the Executive Director and Board of Directors liaison: Generally assist the Executive Director as needed; maintain regular communication with Board members, schedule and make arrangements for meetings, assist in preparing meeting materials.
- Legal secretarial support: Finalize, copy, and submit legal pleadings, correspondence, and other documents for attorneys; maintain litigation files, docket tickler system, uniform format for legal pleadings, legal document templates, and other systems as needed.
- Database maintenance: Maintain accurate records on shared company databases.
- Communications support: Update FLAG website, manage digital and paper communications to clients, funders, and donors; assist in maintaining social media sites and other external communications.
- IT support: Troubleshoot IT issues and coordinate with outsourced IT service provider.
- Accountant liaison: Generally assist Accountant by making bank deposits, mailing invoice payments, and other non-technical administrative duties as needed.

- Human resources assistance: Work with Executive Director when hiring new staff to create and post position descriptions, handle applications, and schedule interviews; for new hires, set up work stations, provide office keys and basic orientation, update staff biographies on FLAG website.
- Other responsibilities as assigned by the Executive Director.

**Experience:**

- At least 3-5 years' experience in an administrative role, including handling phone and email communications
- B.A. or B.S. degree preferred
- Familiarity with a small, dynamic, nonprofit work environment preferred
- Proficiency in Microsoft programs including: Word, Excel, and Access
- Excellent editing, proofing, and formatting skills
- Exceptional attention to detail and organizational skills
- Strong written and verbal communications skills
- Ability to juggle multiple priorities, perform well under stress, and maintain confidentiality
- Experience in Access database management a plus
- Team player, yet independent thinker with high level of self-direction and motivation.

**How to Apply:**

To apply, please submit a resume, letter of interest and references to FLAG at [lawyers@flaginc.org](mailto:lawyers@flaginc.org). No phone calls, please.