



JOB ANNOUNCEMENT

Office Manager (Full-time Position)

Inner City Law Center (ICLC) is a nonprofit law firm on Skid Row in Downtown Los Angeles. We are looking for extraordinary people to help us end homelessness in Los Angeles. Founded on the fundamental principle that every person should always be treated with dignity and respect, ICLC fights for justice for low-income tenants, working-poor families, people who are disabled or homeless, people living with HIV/AIDS, and homeless veterans. Over the next six months, we will add about a dozen talented and diverse lawyers, paralegals, and other staff to our team so that we can serve more clients.

Position Description: ICLC seeks an Office Manager to support the Director of Administration with all aspects of office operations, including:

- Planning and implementing office systems to ensure office efficiency.
- Maintaining a clean, attractive and professional work environment.
- Managing the maintenance and repair of office space and equipment.
- Coordinating employee and guest parking and office access.
- Managing vendor relations and purchasing office supplies and equipment.
- Providing orientations to new staff members and volunteers.
- Managing a Help-Desk system for all technology-related issues.
- Providing user support for light IT issues, including setting-up user accounts, desktop and laptop computers, printers, routers, firewalls, phone software, and security updates.
- Coordinating with our IT consultants on heavier IT issues.
- Tracking and maintaining accurate records of computers and other technology related assets.
- Serving as backup for all other administrative staff, including receptionist\screeners.
- Assisting other ICLC team members as needed for special projects and events.
- Interacting professionally with a customer service attitude with all members of the ICLC team.
- Other duties as assigned.

Hiring Criteria: Commitment to ICLC's mission. At least two years of experience in an administrative support role in a fast-paced office environment. Working knowledge of Microsoft Office and other software packages. Excellent oral and written communication skills. Thorough follow-through and attention to details. Integrity, discretion, dependability, organized, sound judgment, ability to assume responsibility quickly and independently manage varied responsibilities. Ability to function in a collaborative and collegial environment.

Compensation: Salary commensurate with qualifications and experience. Excellent benefits.

How to Apply: Applications will be accepted until the position is filled. To apply, please email your resume, cover letter, and three references to Ketayma Stewart, Hiring Consultant at careers@innercitylaw.org.