



CANCER LEGAL RESOURCE CENTER
Position Announcement: Starting Date January 2012

Part Time Administrative Assistant – Midwest Regional Office

Position: The Disability Rights Legal Center [DRLC] is seeking applicants for a part time Administrative Assistant for the Cancer Legal Resource Center's [CLRC] Midwest Regional Office. This position is located in Chicago's West Loop. The main DRLC office is located in Los Angeles, CA.

Background: The CLRC is a joint program of the DRLC and Loyola Law School Los Angeles. The CLRC provides information and resources on cancer-related legal issues to people coping with cancer. The CLRC provides services through its national Telephone Assistance Line, national education and outreach program, and Professional Panel of volunteers. Since its founding in 1997, the CLRC has provided services to over 235,000 people touched by cancer. The CLRC strives to assist people navigate through a myriad of legal issues that may arise as a result of a cancer diagnosis, including employment, insurance, government benefits, and estate planning.

The Disability Rights Legal Center (DRLC) is a thirty-six year old non-profit organization dedicated to protecting the legal rights of people with disabilities. The Center has a staff of 30 and is located in downtown Los Angeles. We provide five main programs: Cancer Legal Resource Center, Civil Rights Litigation Program, Education Advocacy Program, Community Advocacy Program, and Community Outreach Program.

The DRLC operates in an atmosphere consistent with its purpose and places great value on an individual's contributions to the Center's goals through the performance of his or her job. The Center strives for excellence in all areas of its work and is committed to providing the highest quality representation for its clients.

Job Description and Responsibilities:

Under the supervision of the DRLC Executive Director, the CLRC staff includes the CLRC Director, a Midwest Regional Director, three Staff Attorneys, a Skadden Fellow, a Development Coordinator, an Intake Coordinator, and an Administrative Assistant.

Under the direction of the CLRC Midwest Regional Director in Chicago, the Part-time Administrative Assistant for the Midwest Regional Office is responsible for:

- Providing administrative and clerical support to the Midwest Regional Director and staff of the CLRC;
- Maintaining office files, contact files, administrative files, and CLRC staff calendars;
- Scheduling appointments, and assisting in the coordination of logistics and preparations for CLRC education and outreach initiatives in the Midwest;
- Representing the CLRC at outreach, community events and health fairs;

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- Copying, faxing, filing, scanning, and other administrative tasks;
- Assisting in database operation, including data entry and typing;
- Assisting in preparation of reports, correspondence, mailings and other documents;
- Conducting research in support of Center's operations in the Midwest Regional Office;
- Working well with volunteers, including volunteer lawyers; and
- Other duties as assigned to further the mission of the DRLC.

Note: Some travel is required, primarily local to the Chicagoland region, and may also include travel to CLRC out-of-state conferences and events.

Required Qualifications:

- Candidate must have a Bachelor's degree with superior academic credentials.
- Must have excellent verbal and written communication skills and interpersonal skills.
- Must be exceptionally organized, conscientious, self-motivated, have good problem solving skills, solution oriented, and have good analytical skills.
- Must have ability to multi-task, prioritize, work independently, and thrive in fast-paced environment.
- Must have a strong work ethic and learn from experience.
- Strong knowledge of Windows, Word, Excel, PowerPoint, Publisher, Adobe.
- Must have the ability to explain issues and programs and possess the ability to recognize underlying issues and unspoken concerns.
- Access to reliable transportation for outreach events and government issued ID for airplane travel. .
- Personal experience with cancer or other disabilities is preferred.
- Candidates with bilingual fluency are preferred.

Salary/Benefits: \$14.50+ per hour, depending on experience. Benefits include dental and vision insurance, 401K, AFLAC eligibility, paid time off for sickness. DRLC also observes all Loyola Law School staff holidays which typically include 14-17 days per year, including the winter holiday season. Stipend for fluency in Spanish, ASL also available.

Application: Open until filled. Please do not apply if you do not meet all of the required qualifications. Send resume, cover letter, and references to:

Midwest Regional Director, Cancer Legal Resource Center
Disability Rights Legal Center
Email: Sasha.Yu@LLS.edu

Note: if submitting by email, please state in the subject line: **CLRC Chicago Administrative Assistant Position and Your Name.**

For more information on the Disability Rights Legal Center and the Cancer Legal Resource Center, see www.CancerLegalResourceCenter.org.

Persons with disabilities, persons of color, women, and other minorities are strongly encouraged to apply.