



Washington Council of Lawyers: Administrative Director

Washington Council of Lawyers, founded in 1971, is a voluntary bar association devoted to ensuring that our justice system serves everyone, including those who are poor or marginalized. Our members represent the diversity of our legal community; they come from law firms, law schools, nonprofit organizations, and the government.

We promote pro bono and public-interest law—by building partnerships between the public, private, and nonprofit sectors; volunteering our time to provide legal services to those who need them; training and mentoring the next generation of public-interest advocates; and supporting policies that expand access to justice.

We currently are seeking a part-time Administrative Director to enable us to continue to expand our membership and programming.

Administrative Director (long-term, part-time position)

Reports to: Executive Director

Job summary: The Administrative Director is responsible for office and information management; website updates; maintenance of our membership database; logistical support for programs; basic bookkeeping and tax forms; and general administrative support for the Executive Director, Deputy Director, and office.

Responsibilities:

Membership and Outreach

- Maintain our membership database and emails lists. Knowledge of Wild Apricot membership software or other database programs is a plus.
- Assist with creating, maintaining, and updating our Public Interest Jobs Clearinghouse and monthly newsletters.
- Support our Membership Committee with recruitment initiatives, member retention efforts, and outreach.

Programs, Trainings, and Events

- Assist with promotion of programs by creating online registration pages and publicizing events.
- Monitor and troubleshoot registration processes and attendance levels.

- Provide logistical and administrative support by staffing registration tables, securing room reservations, and ensuring proper setup.
- Create and supply program materials such as name placards and handouts.

Administrative Support

- Maintain current information on website. Experience using WordPress is a plus.
- Basic bookkeeping and tax filing duties.
- Maintain office files and supplies.
- Occasionally answer phones and respond to basic questions.
- Perform other duties and special projects as assigned.

Requirements:

- Bachelor's degree required.
- Basic knowledge of Microsoft Office including Word and Excel.
- Familiarity with Wild Apricot membership software and WordPress or similar database and website software is a plus.
- Must be detail-oriented, organized, and able to work independently.
- Excellent time and task management skills.
- Strong communications and interpersonal skills.
- Must exude a strong commitment to professionalism.
- Light lifting required.

Hours: Must be able to work an average of 10 hours per week. Hours are generally flexible, but you must have some availability during regular business hours. Work from home or telecommuting is allowed, but you must be able to work in the office at least one day per week for at least three hours. Occasional evening work is required in order to assist with programs.

Only candidates who are seriously seeking permanent part-time employment will be considered. If you are looking for a full-time job, please do not apply.

To apply:

Please email a resume and cover letter (include the reason you are interested in long-term, part-time work, and any salary requirements) to nlopez@wclawyers.org. Please write "Administrative Director" in the subject line of your email.

Application Deadline:

We encourage the submission of applications as soon as possible. Priority will be given to applications received prior to Friday, November 2. The position will remain open until filled.