

MARICOPA COUNTY  
CENTRAL OFFICE  
305 South Second Avenue  
Phoenix, Arizona 85003-2402

FARMWORKER OFFICE  
305 South Second Avenue  
Phoenix, Arizona 85003-2402

EAST VALLEY OFFICE  
1220 S. Alma School Road  
Suite 206  
Mesa, Arizona 85210

MOHAVE OFFICE  
2701 E. Andy Devine, Suite 400  
Kingman, Arizona 86401

*"Equal Justice For All"*  
**COMMUNITY**  
LEGAL SERVICES, INC.  
**LAW OFFICES**



SAN LUIS OFFICE  
845 East "B" St., Suite 1  
San Luis, Arizona 85349

YAVAPAI OFFICE  
148 N. Summit Avenue  
Prescott, Arizona 86301

YUMA OFFICE  
204 South 1st Avenue  
Yuma, Arizona 85364

VOLUNTEER LAWYERS PROGRAMS  
Maricopa County - Central Office  
Mohave/La Paz Counties - Kingman Office  
Yavapai County - Prescott Office  
Yuma County - Yuma Office

**ADMINISTRATIVE OFFICE**  
**HUMAN RESOURCES ADMINISTRATOR**

**LILLY PANIAGUA**

P.O. Box 21538  
305 South Second Avenue  
Phoenix, Arizona 85036-1538  
Telephone (602) 258-3434, Ext. 2420  
FAX (602) 253-1536  
TDD (602) 254-9852

**JOB ANNOUNCEMENT**

- ORGANIZATION:** Community Legal Services, Inc.  
305 South Second Avenue  
Phoenix, Arizona 85003  
[www.clsaz.org](http://www.clsaz.org)
- POSITION:** **DEVELOPMENT AND COMMUNICATION ASSOCIATE**
- DESCRIPTION:** The Development and Communications Associate is responsible for executing a wide range of administrative, database, events, and communications functions in the development and communications department and works to support the entire development team including the Director of Development and Communications. The Associate maintains the foundation of the department from which the team executes its critical fundraising activities and will serve as the right hand to the Director of Development and Communications. They must have interest in development as a profession and, most importantly, a willingness to learn. The Development and Communications Associate will be working in a collaborative work environment as part of a growing team and will have great exposure to all aspects of fund development and communications. The Associate must be committed to the vision of the organization and be able to articulate both the vision and mission of Community Legal Services
- QUALIFICATIONS:** The qualified applicant must have a Bachelor's degree and a demonstrated pursuit of continuing education in the field of development and philanthropy. 2-3 years of administrative experience is required, including event coordination, database management, and office administration as well as basic understanding of nonprofit fundraising principals. Experience with Microsoft Office and proficiency with fundraising software is also necessary. Candidates with previous fundraising and graphic design experience in addition to Spanish language bilingual will be given priority consideration. Experience working with a board or volunteers as fundraisers helpful.
- LOCATION:** 305 South Second Avenue  
Phoenix, Arizona 85003
- SALARY:** Depending on experience; excellent benefits package, including 12 paid holidays, health and disability insurance, dental insurance, malpractice insurance, additional compensation for bilingual ability.



**TO APPLY:**

Send cover letter, resume and three (3) professional references to:  
[lpaniagua@clsaz.org](mailto:lpaniagua@clsaz.org) or [infojobs@clsaz.org](mailto:infojobs@clsaz.org)

**COMMUNITY LEGAL SERVICES IS AN EQUAL OPPORTUNITY EMPLOYER.**