

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



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
- POSITION:** **DEVELOPMENT AND COMMUNICATION ASSISTANT**
- DESCRIPTION:** Community Legal Services is seeking for a **Development and Communications Assistant** to provide administrative support to various teams and programs. Editing and writing company materials will be an important part of the job. In this role, the eligible applicant should be an excellent communicator with strong attention to detail. Preferable with administrative and social media marketing experience. Ultimately, the goal will be to help ensure clear communication of our company's message across all channels.
- QUALIFICATIONS:** The qualified applicant must have an associate's degree or 2-3 administrative assistant experience required. Have excellent written and oral communications skills; excellent proofreading and editing skills; be able to work independently; be able to plan and organize his or her workload. Preference to candidates with fundraising experience.
- 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 or infojobs@clsaz.org

COMMUNITY LEGAL SERVICES IS AN EQUAL OPPORTUNITY EMPLOYER.



*Community Legal Services is committed to eliminating poverty-based inequities in the civil justice system
by providing high-quality legal advice, advocacy and assistance to low-income Arizonans.*

