

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

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

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

YAVAPAI OFFICE
148 N. Summit Avenue
Prescott, Arizona 86301



Community
Legal Services

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

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.
www.clsaz.org

WHO WE ARE: Community Legal Services (CLS) is a team of highly motivated individuals, who provide legal assistance, advice or representation, self-help materials and legal education so people can know their rights. We focus on helping survivors of domestic violence; assisting victims of consumer fraud and abuse, protecting tenants from unlawful/unfair practices by landlords, foreclosures, legal problems affecting agricultural workers, wage claims and other employment matters, and federal and state programs affecting people's health and economic stability. We are dedicated to addressing economic, racial and other inequities by delivering legal services and education to vulnerable members of the community.

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

LOCATION: 305 South Second Avenue
Phoenix, Arizona 85003



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.



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 grant writing, grants management, grant reporting, 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 necessary. Candidates with previous fundraising and graphic design (Canva and Adobe Suite) experience in addition to Spanish language bilingual will be given priority consideration. Experience working with a board or volunteers as fundraisers helpful.

SALARY: Depending on licensure and experience; excellent benefits package, including 12 paid holidays; a generous PTO plan (vacation, sick and personal leave); health and dental insurance (95% employee - 70% dependents), disability insurance, malpractice insurance, 403b pension plan, possible eligibility for the Public Service Loan Forgiveness Program, compensation for bilingual (Spanish fluency) ability, and more.

TO APPLY: Send cover letter, resume, three (3) professional references and two (2) personal references to: Human Resources lpnagua@clsaz.org or email documents to infojobs@clsaz.org Attention: Human Resources

CLOSING DATE: Open Until Filled