



MEMBER RELATIONS ASSISTANT - JOB DESCRIPTION

VCBA is a 501(c)(6) seeking an organized individual and team player to support other office personnel with daily clerical and receptionist functions of the bar

Association with an emphasis on Lawyer Referral and Information Services (LRIS) and assist VCBA members. Works under the general direction of the VCBA Executive Director and the supervision of the Associate Executive Director. Office hours are Monday through Thursday from 9:00 am to 5:00 pm. VCBA offers 11 paid holidays.

EXAMPLES OF DUTIES:

Be the first person to answer the phone and respond to emails.

- Schedule LRIS appointments
- Manage all Event registrations
- Manage the Advertisers for the monthly magazine

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Personable phone skills, computer literate (Word/Excel/Outlook); and public relations qualities desired. Knowledge of the common principles and practices of nonprofit association management such as fundamental values of quality, responsibility, and accountability; Bilingual preferred but not required.

QUALIFICATIONS FOR CANDIDATE:

Equivalent of high school education required. College courses, certificates, and other appropriate training desired. Two years minimum with administrative, reception, and clerical duties. Some knowledge of legal terminology and the California legal system is helpful but not required.

Please email a cover letter and résumé to sandra@vcba.org.