



Office and Legal Administrative Coordinator

Part-Time | Hybrid | 28 hours

The Connecticut Veterans Legal Center seeks an organized, compassionate, and dependable Office and Legal Administrative Coordinator. This position helps keep daily operations running smoothly and provides a welcoming point of contact for veterans, visitors, and community partners.

About CVLC:

We are a dynamic group of client-centered advocates. The results we get for our veterans are some of the best in legal aid, and we all play a part in making that happen. We are collegial and collaborative; we all pitch in as needed. Our teamwork is a hallmark of our organization. CVLC is the first legal aid program in the country to form a medical-legal partnership with the VA. This partnership integrates legal help into VA mental health, housing and addiction services. Our work occurs where veterans law intersects with economic and racial justice, human rights, and mental health.

Schedule and Location:

- This is a part-time hybrid position with three days per week in the West Haven office and one day remote. In-office days will be coordinated with the supervisor to support mail processing, visitor assistance, and other office needs. Remote work will focus on records follow-up, scheduling, electronic document management, and other administrative tasks.

Primary Roles & Responsibilities:

- **Incoming mail:** Open, date-stamp, scan, label, and route incoming mail. Upload documents to the appropriate electronic files and create tasks for responsible staff according to established procedures. Promptly flag time-sensitive correspondence.
- **Office supplies:** Monitor paper, toner, envelopes, stamps, sanitizer, and other office supplies. Identify replenishment needs and coordinate purchases and restocking.
- **Visitor assistance:** Greet visitors, notify staff when scheduled guests arrive, and direct veterans seeking legal assistance to the appropriate staff member.
- **Meeting coordination:** Submit room requests, confirm reservations, notify attorneys, and add confirmed meeting locations to calendar invitations.
- **Records requests:** Track outstanding records requests and follow up with record holders as directed by the legal teams. Document follow-up efforts, upload received records, and alert responsible staff to delays or unresolved requests.
- **Administrative support:** Maintain organized shared office spaces and electronic records and provide related administrative support to both legal units.

- **Development and communications support:** Occasionally assist the Development and Communications Director with tracking grant deadlines and other important dates, maintaining a shared calendar, and coordinating reminders to responsible staff.

Qualifications for the Role:

- We are looking for a collaborative and kind team member who enjoys working with the public. Applicants should have strong written and verbal communication skills as well as strong organizational skills.
- Ability to track requests, manage competing priorities, and follow through reliably.
- Proficiency using computer programs including excel, word, and Dropbox
- Ability to handle confidential information with discretion.
- Administrative experience in a legal, nonprofit, healthcare, or similar setting preferred.

Compensation:

Salary is based on experience and competitive in relation to other legal aid programs. Salary range is from \$40,000 to \$50,000. We also offer generous benefits, including health, dental, vision, and life insurance; a 403(b) retirement plan; paid time off and sick leave; and a family-friendly workplace.

Studies have shown that women, members of the LGBTQ+ community, and Black, Indigenous, People of Color (BIPOC) individuals are less likely to apply for jobs unless they believe they meet every single one of the qualifications as described in a job description; despite the reality that applicants rarely ever meet 100% of the qualifications. We are committed to building a diverse and inclusive organization, and we are most interested in finding the best candidate for the role. That candidate may be one who comes from a background less traditional to our field of work, and that's okay! We strongly encourage you to apply, even if you don't believe you meet every one of the qualifications described.

To Apply:

Please submit a cover letter and resume to CVLC at applicants@ctveteranslegal.org. Please be prepared to share the names, title and contact information for three references if requested. The position is open until filled.