

Full-time Support Staff Position for Bradford Office

Northwestern Legal Services (NWLS) is seeking qualified applicants for **one (1) full-time (35 hours weekly) Support Staff position** in our **Bradford, PA office**. We are a PA non-profit legal aid organization providing free legal services to eligible residents with civil legal issues in the 10 northwestern counties of the state. The Bradford office services McKean and Potter counties.

Job duties will include activities such as interacting with the public, answering phones and making calls, managing appointments, maintaining client data, making referrals, drafting letters, and providing general office and attorney support.

Desirable applicants must have basic typing and computer skills, an attention for detail, effective communication skills, and professionalism and tact in dealing with people. Knowledge of Microsoft programs and calendaring is expected. Prior relevant experience is preferred.

The starting annual salary is **\$27,300**; salary increases with prior relevant experience. We offer **EXCELLENT** benefits, including health, dental, and vision insurance, vacation, personal, and sick time, 12.5 paid holidays per year, and employer 401(k) contributions. Employment currently qualifies for the federal Public Service Loan Forgiveness program. We are an Equal Opportunity Employer.

To be considered, all applicants must email (or fax or mail) a detailed cover letter, resume, and references to: **contact@nwls.org**.

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