

Part-time Support Staff Position for Franklin Office

Northwestern Legal Services (NWLS) is seeking qualified applicants for **one (1) part-time (15-25 hours/week) Support Staff position in our Franklin, 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 Franklin Office services all of Venango county.

Job duties include clerical activities such as greeting the public, answering phones, tracking appointments, maintaining client data, making referrals, and providing general office support. Desirable applicants must have basic typing and computer skills, the ability to pay attention to detail, effective communication skills, and professionalism and tact in dealing with the public. Knowledge of Microsoft programs and calendaring is expected. Prior relevant experience is preferred.

Starting annual salary is **\$11,700 - \$19,500** depending on the number of hours worked per week; salary increases based on relevant experience. We offer many benefits and flexibilities for part-time staff. 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**.

Northwestern Legal Services
1314 Griswold Plaza, Suite 103
Erie, PA 16501
Fax: (814) 452-8145
www.nwls.org

