

The Legal Center for People
with Disabilities and Older People



Colorado's Protection & Advocacy System

Administrative Assistant Opening

Nonprofit legal organization has opening for full-time administrative assistant. Duties include client intake, including intake responsibilities for program serving individuals with mental illness, general reception, management of telephone system and office equipment, and general office support. Excellent telephone and reception skills required with the ability to handle difficult callers and direct callers to appropriate community resources. Excellent word processing skills and proficiency in Word, Excel and Outlook applications required. Good writing, proofreading, and project management skills helpful. Bilingual Spanish/English preferred. Bachelor's degree or equivalent recommended. Send resume to Julie Busby, The Legal Center for People with Disabilities and Older People, 455 Sherman St #130, Denver, CO 80203 or by email to jbusby@thelegalcenter.org. The Legal Center is an Equal Opportunity Employer. Closing date: 11/27/09.