



Grants and Contracts Assistant

Advocates for Basic Legal Equality, Inc. (ABLE), a non-profit law firm that provides free, high quality legal assistance to people with low incomes in western Ohio, seeks a Grants and Contracts Assistant to support the Grants and Contracts department in both routine and advanced administrative tasks, including scheduling and supporting meetings, ensuring smooth office operations, and maintaining paper and electronic files. The assistant will produce correspondence, reports, and spreadsheets. This position will also assist with grant research, drafting, reporting, and compliance for ABLE and Legal Aid of Western Ohio, Inc. (LAWO). The position is based in ABLE's Toledo Office.

The Successful Candidate will:

- Be committed to the missions of ABLE and LAWO.
- Hold a degree in related field or relevant experience.
- Grants and contracts administration strongly preferred
- Have 3-5 years of experience in administrative work.
- Some experience working in a non-profit environment preferred.
- Be proficient in MS Office; contract management database and project management proficiency strongly preferred.
- Must have demonstrated research skills.
- Exhibit outstanding interpersonal and communication skills (oral and written).
- Be organized, able to prioritize work, and able to handle multiple responsibilities.
- Employ exceptionally strong attention to detail and accuracy.
- Have excellent planning, follow-up and problem-solving skills.
- Enjoy working in a team environment.
- Be able to engage in occasional travel.

Competitive salary based on relevant experience, and comprehensive fringe benefits. **The deadline to apply is June 11, 2021.** Send a cover letter and resume electronically, in Word format only, to:

jobs@ablelaw.org

Subject: Grants & Contracts Assistant

ABLE is an Equal Opportunity Employer and places a high value on diversity in our workplace, including diversity in race, ethnicity, gender, religion, sexual orientation, gender identity, age, and physical ability. We know that a diverse workplace results in the best decisions and optimal service for our clients. We strive to create an environment welcoming to all individuals and we encourage applications from individuals traditionally underrepresented in the legal profession. As part of our commitment to diversity, all of ABLE's offices are accessible; applicants requiring accommodation during the application or interview process may contact the recruitment coordinator for further information.

Applications will only be accepted by email. Position will remain open until filled.