



TRUSTEES FOR ALASKA

PROTECT | DEFEND | REPRESENT

TRUSTEES FOR ALASKA - LEGAL ASSISTANT

Trustees for Alaska seeks a full-time Legal Assistant in Anchorage, Alaska to support our team of lawyers working to protect a wild and vibrant Alaska where fish, wildlife, and people thrive. Applications will be reviewed on a rolling basis until the position is filled.

The ideal candidate has excellent office and computer skills and a proven ability to work well with others while managing diverse tasks.

About Trustees for Alaska

Trustees for Alaska is the only Alaska-based nonprofit public-interest environmental law firm, and is essential to the protection and defense of Alaska's lands, waters, wildlife, and people. Alaska is an amazing place — and it needs guardians to ensure it remains that way. For over 40 years, Trustees has provided free legal services, policy advice, and strategic counsel to Alaska Native organizations and tribes, community groups, and local and national conservation groups. Trustees for Alaska addresses environmental problems proactively and collaboratively with our partners. For more information, see <http://www.trustees.org>.

Primary Job Responsibilities

The Legal Assistant reports to a Senior Staff Attorney and is responsible for the following:

- Formatting, finalizing, and delivering documents, including case filings and service copies;
- Maintain and manage legal files; and
- Close and archive inactive files.

Qualifications

We seek candidates who have excellent project management skills, and are results oriented. Strong candidates will have:

A track record of successful file management;

Skilled in formatting and editing documents, including experience with Microsoft Office Suite and Adobe Pro;

Attention to detail and accuracy;

Ability to organize work, manage time, establish priorities, and meet external deadlines;

Critical and creative thinking, and problem solving skills; and

The ability to work in a collaborative, team-based environment.

Working Conditions

We work a 40-hour week, with occasional additional night and weekend hours, in a supportive, dog-friendly office. Salary range is \$44,000-\$47,000, dependent upon level of experience plus medical, dental, life, long-term disability, and retirement benefits, generous leave policy, and supportive co-workers. The legal assistant must be able to lift up to 30lbs, and deliver and pickup documents in Anchorage. The position is based in Anchorage, Alaska. Trustees for Alaska is an equal opportunity employer.

How to Apply

E-mail cover letter, resume, and references to Ashley Boyd, Office Manager, at aboyn@trustees.org.