

## FarmSTAND Legal Administrative Assistant

**Reports to:** Executive Director

**Start date:** ASAP.

**Location:** Remote / Washington, DC

**Salary:** \$50,000 - \$60,000

### About FarmSTAND

FarmSTAND is the only legal project in the country focused solely on dismantling industrial animal agriculture — particularly, the structures that enable the consolidation of corporate power and extractive practices in our food system — and supporting a vision of animal agriculture that is sustainable, humane, and owned by independent farmers. We believe we cannot make change alone, and that we must align ourselves with allies across movement sectors and combine litigation with base building and narrative shift to create meaningful and lasting change.

### About the position

The **Legal Administrative Assistant** provides crucial administrative and event support to the organization and assists FarmSTAND's staff with legal and administrative tasks as needed. This role plays a key part in ensuring the efficient functioning of our organization and supporting our advocacy and events.

### Key responsibilities

1. **Calendar Management:** Manage the organization's calendar in tandem with our Paralegals, schedule appointments, and coordinate meetings.
2. **Office Operations:** Oversee day-to-day remote office operations, including managing phone calls and messages, ordering supplies, maintaining files and records, managing mail and shipping, and supporting our staff with vendor management and invoices.
3. **Event Management:** Support event planning and management for organization-related events, including scheduling, logistics, and coordination both in the planning phase and during the event. Support meeting follow up with excellent notetaking, note synthesis, and ensuring task follow ups are communicated in a timely fashion.
4. **Legal Document Preparation:** Assist in formatting and proofreading legal documents and reports, draft basic correspondence, and create binders and exhibits.
5. **Research:** Assist with advocacy-related research as needed and prepare summaries of findings.
6. **Meeting Support:** Assist in preparing meeting agendas, materials, and presentations. Attend and take minutes during key meetings, and follow up on action items.
7. **Data Management:** Maintain databases and records, ensuring they are up to date and well-organized, including supporting our Paralegals with legal case files and client records management.

**8. Travel and Logistics:** Make travel arrangements, accommodations, and coordinate logistics for meetings, conferences, and events attended by the staff.

**9. Special Projects:** Support special projects, both administrative and legal/advocacy in nature, as directed by the Management Team.

**10. Hiring:** Support staff with hiring, including posting positions, sorting resumes, responding to inquiries, and calendaring interviews. Manage employee onboarding.

**11. Timekeeping:** Record staff billable time and support attorneys with billable time entry; prepare time reports as requested.

## Desired skills

- Organizational skills and ability to effectively prioritize and manage multiple projects simultaneously
- Event planning experience, particularly around logistics and vendor management
- Strong interpersonal skills and an ability to work collaboratively with team members as well as with consultants and vendors
- Proficient in Microsoft Office suite (Word, Excel, PowerPoint, OneNote)
- Familiarity with Microsoft Teams
- Proficiency in data management
- Attention to detail

**Work structure:** This is a full-time, exempt position, with a salary range of \$50,000 to \$60,000. Salary offer will be dependent on experience.

**Benefits:** We provide 17 days of paid vacation, 8 days of sick leave, all federal holidays, additional FarmSTAND holidays, employer-paid health, dental and vision insurance, and a 401(k) plan.

**To Apply:** Send your resume and cover letter to [jobs@farmstand.org](mailto:jobs@farmstand.org). FarmSTAND is an equal opportunity employer and values a diverse and progressive workplace. People of color, LGBTQ applicants, people with disabilities, and veterans are all strongly encouraged to apply. Applications will be considered on a rolling basis until the position is filled.