



315 E. COURT STREET, FLINT, MI 48502
PHONE (810) 232-6000
FAX (810) 232-8310
WWW.GCBALAW.ORG

Executive Director
Tatilia Y. Burroughs

Administrative Assistant

The Administrative Assistant reports directly to the Executive Director.

Qualifications

1. Demonstrate experience in multi-tasking and teamwork in a pressured environment.
2. Excellent communication, organizational, and management skills.
3. Experience with word processing systems, bookkeeping software, member database.
4. Manage information with confidentiality and discretion.
5. Interface with colleagues at all levels.
6. Prior office experience necessary.
7. 32 hours a week, \$10 – \$12/ hour, depending on experience.

Office Operations

1. Answer multi-line telephone.
2. Manage correspondence;
3. Maintain association website and social medial accounts;
4. Update and maintain attorney records as well as create and coordinate member communication.
5. Maintain and coordinate complex office calendar of programs, events, seminars, and activities.
6. Manage daily operations of Lawyer Referral and Information Service program.
7. Travel to relevant bar association meetings.
8. Process accounts receivable, including billings, making and posting deposits.
9. Manage committee meetings including scheduling, correspondence, and taking minutes.
10. Coordinate special events facilitated by the Executive Director and Board of Directors;
11. Conduct registration for all Bar events; Manage monthly membership meetings; Assist and organize the annual meeting, annual community holiday dinner, annual Law Day Activities, and annual golf outing.
12. Must be able to lift 10 lbs. due to transporting materials from office to events.
13. Other duties as assigned.

This job description is intended only to provide general guidance. It is understood that the position may evolve overtime, and that additional or different duties may be added at the Executive Director's discretion.

Submit resume and cover letter by November 12, 2021, to: tyb@gcbalaw.org.
Electronic submissions only.