

NATIVE LAW SUPPORT STAFF

Anchorage, Alaska

Alaska Legal Services Corporation is recruiting for a part-time (20 hours per week) position in the Anchorage office to serve as staff support for the Native Law Team. Responsibilities include data entry into multiple databases, client communication, electronic and paper file maintenance, assistance with preparing for litigation, mail handling, preparation of legal documents and other correspondence, and other general office and case management support.

Required: High school diploma or GED; computer proficiency (Windows operating system, Microsoft Office, Google Workspace, Internet, e-mail and data entry); ability to comply with strict policies regarding confidentiality; and motivated to provide excellent customer service in a fast-paced work environment.

Highly desired: Proficient in written and verbal communication; a willingness to learn new skills; highly organized; and familiarity with cross-cultural situations.

Hourly wage is \$22.90-34.35 DOE. Generous benefits and leave package provided, including partial reimbursement of relocation expenses. Personal leave begins at six weeks per year for a full-time employee. ALSC observes 15 paid holidays.

Applications: ALSC is proud to be an equal opportunity employer. We are committed to ensuring a workplace free from discrimination and treating everyone with respect regardless of their race, color, religion, gender, national origin, age, disability, or any other characteristic protected by law. Review of applications will begin immediately and continue until the position is filled. Please email a cover letter and resume that includes three professional references to: Careers@alsc-law.org.

About Alaska Legal Services Corporation (ALSC): As a private, nonprofit law firm, the mission of ALSC is to provide civil legal aid to those who cannot afford it. Through our work, we empower people and communities throughout Alaska to protect their safety, their health, and to promote family stability. Through advocacy, education, collaboration, and litigation, we empower individuals, protect fundamental rights, strengthen communities, create opportunities, and achieve justice.