

Mid-Shore Pro Bono, Inc.

Administrative Director Position

Mid-Shore Pro Bono, Inc. is a nonprofit organization that connects people with modest resources to legal representation for civil matters. Our mission is to support and assist individuals and families who are unable to afford representation in civil legal matters and to provide connections to community services. Our vision is that all people are empowered to resolve civil legal issues. MSPB connects over 3,000 clients on the Eastern Shore of Maryland with legal representation every year. MSPB is based in Easton, Maryland and has satellite offices located in Chestertown and Salisbury.

Job Summary: Mid-Shore Pro Bono seeks an energetic professional with a good sense of humor to join our dedicated team to oversee administrative operations, including billing and invoicing, payroll, office technology, human resources, and logistics for 3 office locations. The ideal candidate will have at least 5 years of experience in an administrative role, excellent attention to detail, and working knowledge of Microsoft Office, QuickBooks Online, and Google Suite. Experience with nonprofits preferred. This is a FT position based in the Easton office.

Job Duties:

1. Coordinate all billing and invoicing
2. Oversee human resources, including managing payroll, ensuring compliance with personnel policies, and management of benefits
3. Manage office technology (hardware, software, data backup, phone systems, cell phones, and remote technology)
4. Oversee logistics for 3 office locations (leases, utilities, phones, internet, supplies)
5. Oversee contracts with vendors; ensure compliance with internal fiscal checks and conflict requirements

Job Qualifications: A minimum of five years of experience in an administrative role such as office manager, administrative or executive assistant. Working knowledge of Microsoft Office software, particularly Excel, QuickBooks Online, and Google Suite. Exceptional organizational skills. Excellent interpersonal skills and experience collaborating with a team of professionals. Experience working with nonprofit organizations preferred. The ideal candidate will have a demonstrated commitment to social justice and compassionate approach to working with staff, clients, and volunteers. The selected candidate must be fully vaccinated against COVID-19 by the first day of employment.

Salary range: \$45,000-\$55,000 annually. Flexible hours, generous vacation and sick leave. 403(b) retirement savings account (no match currently offered), and coming soon, access to a menu of benefits options including health care.

To Apply: Email resume and cover letter to Meredith Girard, mgirard@midshoreprobono.org

Mid-Shore Pro Bono, Inc. is an equal opportunity, affirmative action employer that encourages all interested persons to apply regardless of race, color, national origin, ancestry, ethnicity, citizenship, creed, sex, gender, sexual orientation, gender identity, transgender status, age, religion, genetic information, physical or mental disability, marital status, or any other legally protected status. We strongly encourage Black, Latine, Indigenous, and other applicants of color, people with disabilities, and other people historically underrepresented in the practice of law to apply.