

## **Guam Legal Services Corporation**

Guam Legal Services Corporation (GLSC) is a private, non-profit corporation providing no cost civil legal services to clients who meet program eligibility requirements. GLSC currently has programs to assist individuals of low income, individuals with disabilities, and victims of domestic violence or sexual assault.

GLSC is establishing a list of qualified applicants for the position of

### **ADMINISTRATIVE DIRECTOR**

Position responsibilities include development and implementation of corporate practices to ensure compliance with federal grant requirements and applicable employment laws and regulations; maintenance of corporate financial and employment records; supervision of administrative staff; and management of daily administrative operations.

Minimum qualifications: Professional experience in non-profit, federal grant, or other corporate management; working knowledge of Word, Excel, and Quickbooks software; basic understanding of budgeting, accounting, and financial management functions; familiarity with federal grant reporting and cost administration.

A generous benefit package is offered with the position.

Salary will be commensurate with experience and qualifications.

The position will remain open until filled. Deliver resume and letter of interest to:

Guam Legal Services Corporation  
113 Bradley Place  
Hagatna, Guam 96910-4911  
Fax: 671 477 1320  
Email: [director@guamlegalservices.com](mailto:director@guamlegalservices.com)

Requests for additional information may be sent to [director@guamlegalservices.com](mailto:director@guamlegalservices.com)

GLSC IS AN EQUAL OPPORTUNITY EMPLOYER.  
WOMEN, MINORITIES AND PERSONS WITH DISABILITIES ARE ENCOURAGED TO  
APPLY.