



Position Title: Part-Time Administrative Assistant (20 hours/week)

Position Overview:

The Guam Bar Association (GBA) is currently accepting applications to fill a position for Administrative Assistant at its headquarters in Hagatña. Such candidate shall support the day-to-day operations of the GBA office, report directly to the GBA President while assisting on a variety of tasks. Examples include but are not limited to: coordinating special projects, assisting the office manager with the maintenance of member records, supporting members with membership profile modifications and inquiries, respond to attorney referral requests from the general public, maintaining regular communication with the Judiciary of Guam and District Court of Guam, corresponding with vendors, assist/organize annual GBA events and events hosted by community partners (scheduled in evenings or weekends) and act as a liaison between the GBA and various government, federal and private offices and organizations. Work schedule negotiable.

Duties & Responsibilities:

- Assist attorneys with various member requests and inquiries
- Maintain general GBA email, including responding to inquiries and requests from GBA members, government agencies, private organizations and the general public
- Update and maintain official GBA member records
- Draft and send official GBA communication and announcements
- Send official GBA communications via email mailing list software
- Create project plans and budget for upcoming special events
- Procure/outsourcing equipment, food vendors, and other logistics for special GBA events
- Provide attorney referral lists to general public via email, or over the phone, or on our website
- Compile current events & happenings for quarterly GBA Newsletter (Guam Bar Brief)
- Deliver messages/legal documents and payments to law firms, agencies, vendors and other businesses

Qualifications & Preferred Skills:

- Able to manage multiple tasks and concurrent projects while exemplifying professionalism in all communication aspects
- Prior experience in a legal office or department and possess knowledge of legal system, local and federal courts, ability to research various laws, when needed
- Personable, able to work in a team-environment but can be a self-starter on tasks
- Proficient in MS Office Suite including Word, Excel, Publisher and PowerPoint
- Must be computer savvy to help in maintaining and updating the Guam Bar Association website and intranet membership website
- Proficient in social media and social media analytics

Salary Rate: \$11.00/hour with medical/dental insurance (subject to confirmation)

To apply: Email resume & cover letter to info@guambar.org, attention Jacqueline T. Terlaje

The **Guam Bar Association (GBA)** is an integrated bar, established by Guam law as a public body corporate. Its purposes are to improve the administration of justice and the standards of the legal profession, encourage higher and better education of its members, assist in the admission and discipline of its members and in the formulation and administration of measures to prevent the unauthorized practice of law, and assume such other responsibilities and duties as the Supreme Court of Guam may from time to time.