

## **ADMINISTRATIVE ASSISTANT/LAWYER REFERRAL SERVICE COORDINATOR**

The Prince George's County Bar Association (PGCBA) is a non-profit organization that provides highly regarded seminars, programs, meetings, and other events for its members' professional growth and the enhancement of services to the community. Its membership is made up of professionals and students throughout the legal community. The PGCBA is seeking an experienced full-time Administrative Assistant to support the functions and programs of the PGCBA, with an emphasis on the Lawyer Referral Service Program. The position reports to the Executive Director.

The Administrative Assistant provides general administrative and clerical support to the office of the PGCBA; manages the Lawyer Referral Service program; manages membership; and provides assistance with the Traffic School program.

The applicant must have excellent communications skills – verbal and written; ability to provide outstanding customer service; proficient in MS word, Excel and Outlook; ability to manage and manipulate various databases as well as knowledge of operating standard office equipment. Good research skills and attention to detail, a must. Experience/education in the legal field preferred, but not a must. Please contact Robin Hadden, Executive Director, PGCBA, [director@pgcba.com](mailto:director@pgcba.com) or mail your resume to: The Prince George's County Bar Association, 14330 Old Marlboro Pike, Upper Marlboro, Maryland 20772.