



# Redfern Legal Centre

## **Legal Administrative Assistant**

### **Selection Criteria**

#### **Essential**

1. Highly developed administration and time management skills with the ability to prioritise work and achieve deadlines in a high pressure, demanding environment
2. Experience working with people experiencing vulnerability and an understanding of how to provide an appropriate service that meets their needs
3. Excellent written and verbal communication skills
4. Sound Microsoft Office skills and familiarity with databases
5. Commitment to the objectives of Community Legal Centres

#### **Desirable**

6. Familiarity with referral networks of the 'access to justice' sector in NSW
7. Experience working in a Community Legal Centre or other social welfare or legal service focused on social justice issues