



**The Veterans  
Consortium**

PRO BONO PROGRAM®

**Office Administrator  
FULL TIME POSITION  
POSTING DATE: August 26, 2021**

**Position Summary**

The Veterans Consortium (TVC) seeks to hire an Office Administrator to advance the cause of justice for veterans and their families, caregivers, and survivors. Duties include support for program operation and office management assisting Veterans and their families, caregivers, or survivors. Additional duties include assisting with stakeholder outreach and education, client intake, case screening, case management, and general program support for all components of The Veterans Consortium. Our ideal candidate has a passion to serve veterans, can operate with considerable autonomy, wants to help our organization grow and thrive, and is results-oriented. Join our team! We offer competitive compensation and benefits, commensurate with the scope of the position and a candidate's expertise and experience. The Veterans Consortium is located at 2101 L Street, NW, Suite 840, Washington, DC 20037.

TVC is a leading independent, nonprofit organization that has provided pro bono legal representation in federal venues and complementary professional services to veterans and their loved ones or survivors since 1992. For over 28 years, TVC's pro bono attorneys and staff have helped more than 55,000 individuals, taken on more than 6,000 cases for deserving clients, and trained more than 5,640 pro bono attorneys and associated professionals for our National Volunteer Corps.

**Essential Job Functions:**

- Screens incoming calls and routes to appropriate individual/source. Refers callers who need help with non-VA related matters/issues to other resources; accurately records calls in the appropriate case management system.
- Reports directly to and works with Director, Client Services, and other staff to track inventories of supplies; place and track orders to sustain and stock sufficient supplies for basic office equipment and office operations; inventories, inspects, and confirms items received and signs for deliveries.
- Works with Director, Business Operations to maintain Accounts Payable (A/P) files and proof of payment; reconcile all Consortium credit card accounts monthly and maintain receipts/backup files for transactions.
- Works with Director, Business Operations to review accounting information and bills uploaded to accounting system; verify purchases and ensures checks are routed appropriately to correct recipients in a timely fashion.
- Assists Director, Communications & Development to track donated funds into 'Network for Good'; works with Senior Staff/Directors as needed to ensure funds are accurately accounted for.

- Works with Executive Director to ensure proper set up and facilitation of staff and Executive Board meetings, to include ordering food, presentation preparations, and coordination of set up/take down and visitor control.
  - Updates Office Handbook and other inter-departmental documents and folders with relevant and appropriate information.
  - Coordinates on-boarding and off-boarding of new staff members, interns, and externs, working with HR as appropriate.
  - Ensures vendors/contractors conduct preventive maintenance or repair any office equipment (copier, desktops, laptops, printers, kitchen equipment, etc.).
  - Serves as liaison with building management staff, facility services staff, security/guard force, and landlord point of contact.
- Other duties as assigned.

## **Job Specifications**

### Education and Qualifications

- 4-year college degree preferred, or equivalent experience.
- Experience with office processes, practices, and management either in civilian or military organizations.
- Knowledge of the military community and how it functions preferred.

### Knowledge, Skills, and Abilities

- Exceptional customer service skills.
- Ability to think critically and offer proactive recommendations, information and solutions.
- Excellent written and verbal interpersonal skills that ensure effective communication with a diverse range of internal and external customers.
- Proficient in Microsoft Word, Excel, PowerPoint, Outlook and able to use or be trained to use office database programs.
- Demonstrated skills and track record for high performance and sustained productivity to achieve desired results.
- Exceedingly well organized, professional, and flexible.
- A self-starter who takes initiative and approaches situations with creativity.

### Salary Range

- \$45,000 to \$50,000, commensurate to experience. This position is non-exempt.

### Benefits

- Health, Dental, Vision Insurance
- Free access to on-site fitness center
- Short-term and long-term disability
- 10 paid holidays

- Retirement Savings Plan 403(b), including organization contribution
- Life Insurance
- Pre-tax commuter benefits
- Great location, blocks away from all metro lines (Farragut West, Foggy Bottom, Dupont Circle)

**Interested candidates, please send your cover letter and resume to [Sandy.Peterson@vetsprobono.org](mailto:Sandy.Peterson@vetsprobono.org) .**

**The Veterans Consortium is an Equal Opportunity Employer**

It is the policy of The Veterans Consortium that no employee or applicant for employment or services will be discriminated against because of race, color, religion, national origin, age, sex, disability, sexual orientation, political affiliation, family responsibilities or family status, veteran's status, or any other basis prohibited by law, including the DC Human Rights Act and Language Access Act.