

Lawyers Club of San Diego

**ADMINISTRATIVE COORDINATOR**

Lawyers Club of San Diego is a non-profit specialty bar association which advances women in the legal profession and society.

We seek an Administrative Coordinator with excellent customer service and communications skills and 2 to 3 years' experience in an office environment. This is a full-time, non-exempt position, 40 hours/week, Mon-Fri 8:30am-5:30pm adjusted as necessary for some evening events. Knowledge of Microsoft Office Suite and Adobe Acrobat are necessary.

Primary responsibilities as directed include:

Processing member renewal information, registering members for events, and maintaining member records and files;  
Coordinating email messages to members;  
Managing logistics around sponsor benefits including guest attendance;  
Supporting event logistics to ensure successful programs and events, including set up and clean up, guest management, rsvp lists, check-in and on-site registration and payments;  
Provide general office/clerical and direct administrative support;  
Perform other duties and responsibilities as assigned.

Compensation range is \$17 to \$19 per hour; we provide group health insurance parking nearby.

Apply by email to [elaine@lawyersclubsandiego.com](mailto:elaine@lawyersclubsandiego.com)

Lawyers Club of San Diego  
402 West Broadway Ste 1260  
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