



Job Posting: Administrative and Legal Support Assistant

Job Title: Administrative and Legal Support Assistant

Organization: Kentucky Resources Council (KRC)

Location: Must reside in Kentucky. Remote position.

Employment Type: Part-time, 8-10 hours per week; temporary position beginning approx. July 2025 through May 2026 (with potential for extension)

About Us: Kentucky Resources Council (KRC) is the state's only public-interest environmental law and advocacy organization. Since 1984, KRC has provided legal representation, policy advocacy, and education to individuals, communities, and grassroots organizations across Kentucky. We are dedicated to protecting Kentucky's natural resources, promoting environmental health and justice, and empowering citizens to be effective environmental stewards.

Position Overview:

KRC seeks a **Nonprofit Administrative and Legal Support Assistant** to join our dynamic and mission-driven team. This position plays a vital role in supporting our Executive Director and legal team, assisting with nonprofit administration and managing key organizational processes that support our environmental and legal advocacy work.

The ideal candidate is detail-oriented, highly organized, and passionate about environmental protection and public-interest work.

Key Responsibilities:

Administrative and Executive Director Support:

- Provide administrative support to the Executive Director, including scheduling, calendar management, and correspondence.
- Assist with managing organizational communications.
- Help maintain accurate and organized records and files.
- Maintain and update Monday.com, KRC's cloud-based work management platform (training will be provided).

Legal and Client Support:

- Manage client intake requests, including conducting initial screenings and gathering necessary documentation, while maintaining confidentiality.
- Update and maintain case dockets, ensuring all deadlines, filings, and relevant updates are tracked.
- Assist attorneys with case management tasks such as compiling legal documents, organizing files, and mailing documents.

Data Management for Kentucky Environmental Accountability Project (KEAP):

- Manage and maintain the project database, pulling and compiling records 1-2x per week.
- Assist with data collection and reporting for KEAP initiatives.
- Compile materials and provide administrative support for community workshops.

Qualifications / Preferred Skills:

- Strong organizational, communication, and time management skills.
- Proficiency in Microsoft Office Suite and Google Suite and experience working with databases (training on our databases will be provided).
- The ability to work independently and as part of a team.
- Familiarity with legal terminology is a plus.
- Commitment to KRC's mission of promoting environmental health, quality, and justice in Kentucky.

Compensation and Benefits:

- \$18/hour
- Opportunities for professional development and growth.

How to Apply:

Interested candidates should submit a cover letter and resume to careers@kyrc.org.
References should be available upon request.

Application Deadline: Applications will be reviewed on a rolling basis until the position is filled.