

Job Description for Part-Time Receptionist / Paralegal / Legal Assistant

Employer Description

BCM Environmental & Land Law, PLLC, is a thriving, small law firm in Concord, NH committed to enhancing the environment through the practice of law throughout New Hampshire. At times, our office can be fast-paced, demanding a high level of performance.

We work with developers, who have projects that are designed to minimize environmental impacts or improve the community, and assist developers with obtaining permits and approvals and other transactional aspects of projects. We also work with homeowners' associations, citizens' groups, nonprofits, individuals, coalitions, and similar groups who believe that certain development projects do not minimize environmental impacts, lack community benefit, or have other adverse attributes. We help to either improve or stop such developments. We also work to strengthen and create laws that protect the environment or that provide other community benefits. Lastly, we design legal solutions consistent with both private property rights and sustainable stewardship of our land and natural resources.

We have three time attorneys, Jed Callen, Jason Reimers, and Amy Manzelli; another attorney who is of counsel, Carolyn Baldwin, and one Office Manager, Beverly Weatherbee.

Job Description

The position is part-time at 10 hours per week, at-will employment. The firm is in a period of growth and change and anticipates increasing the number of staff and attorneys over the next several years. Given the right fit between the firm's needs and the person hired for this position, this position may mature into a full-time position over the next year or two.

This position is designed primarily to fill three needs. First, to serve as receptionist one day per week, likely to be on Wednesdays. Second, to perform some tasks previously performed by the attorneys, including filing related to cases, calendaring and scheduling, marketing and budgeting for the firm, and possibly more. Third, to attend monthly in-house firm-wide meetings that serve as a general check-in, update, business review, and planning session.



Required Competencies

Excellent interpersonal skills
Strong aptitude for marketing and business development, including Linked In, website updating, managing contact database, event planning, and more
Self-starter, able to work independently
Exceptional judgment
Strong at computer, phone, e-fax, and internet use, including Excel, Word, Outlook, Adobe Acrobat
Adaptable to changing circumstances
Highly organized
Excellent proof-reading and attention to details
Team player
Driver's License
Sensitivity to issues of confidentiality

Preferred Competencies

3 to 5 years' experience in legal setting
Bachelor's Degree
Experience with the following legal topics: environmental, land use, administrative, real estate, conveyancing, title
Experience with Lexis or Westlaw, or other online database research systems
Love of the environment and outdoor activities

Compensation & Benefits

\$16 to \$25 per hour, commensurate with experience and ability
Employer match limited to 3% towards retirement savings
Flex-time and working remotely available for some of the time
Relaxed and friendly work environment
Mileage reimbursement for occasional work-related driving
Continuing education
Professional group memberships
Downtown location



Application Process

Send cover letter, resume, references (two to five), and salary requirements as follows:

if electronic, to: manzelli@nhlandlaw.com

or

if hard copy, to:

BCM Environmental & Land Law, PLLC
Amy Manzelli
3 Maple Street
Concord, NH 03301

The deadline for applying is January 17, 2014. If we believe an applicant may be a good fit for the position, we may conduct telephone screenings and/or face to face interviews. Face to face interviews may include conversations with the attorneys and the office manager and opportunities to proof documents, use a computer, complete tasks, etc. For candidates who make it to the final level of consideration, we will contact references. In any event, we will endeavor to contact you, regardless of our decision, by February 14, 2014.

