

HSA-UWC is seeking a Legal Administrative Assistant

Susan Bouachri
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The Administrative Assistant for Legal Affairs supports the mission HSA-UWC by providing reliable work, carried out with integrity, consistency, and care. The Administrative Assistant maintains accurate records, coordinates schedules, prepares documents, and supports communication within the office and with external partners. This position requires a commitment to confidentiality, attention to detail, and a spirit of service, helping to safeguard the organization's work so that its faith-based mission can thrive and be advanced.

I. ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Organize and maintain corporate and real property files, along with respective databases.
- Organize Legal Affairs tasks on calendar, ensuring tasks and deadlines are tracked.
- Review and revise standard task procedures for efficiency and accuracy.
- Assist the Legal Assistant with the processing of legal documents, reports, and incoming correspondence.

II. NON-ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Assist with occasional office projects, filing, or archiving tasks.
- Provide back-up support for other administrative staff when needed.
- Help coordinate logistics for legal team meetings or events.
- Perform other duties as assigned.

III. QUALIFICATIONS AND SKILLS:

- 1 to 3 years of general office administration experience is preferred, but not required.
- Proficiency in Microsoft Office (Word, Excel, Outlook, PowerPoint) and data entry.
- Bachelor's degree preferred, but not required.
- Job: 20 hours per week, Monday - Friday (Part Time)

Location: Hybrid - Prefer candidates in the NY-NJ-CT area as work is required at the HSA-UWC office at 4 W 43rd Street, New York City.

Work Schedule: 1 day/ week in NYC HQ office, the rest of the week is remote

Salary Level (range): \$18 - \$23 per hour, depending on experience

TO APPLY

We are currently collecting resumes. If you would like to apply, complete the [online application form](#). Please contact Athia Shibuya at ashibuya@unification.org for a full job description and further information.