

**Administrative Specialist**  
**Homeless Persons Representation Project, Inc.**  
**Location: Baltimore City Office**

The Homeless Persons Representation Project (HPRP) seeks an energetic, organized, and proactive individual to provide high-level administrative support to HPRP's Executive Director, Director of Finance and Operations, and Director of Development. This person will work as part of HPRP's operations team to support the advancement of our mission, management, and operations.

**Who We Are:** HPRP works to end homelessness in Maryland by providing free legal services, including advice, counsel, education, representation, and advocacy, to people who are experiencing homelessness or are at risk of homelessness. HPRP's staff and volunteers pursue this mission by offering legal services in shelters, soup kitchens, welfare offices, community centers, and on the street. HPRP's direct representation informs broader-based systemic advocacy and impact litigation to address the root causes of homelessness.

**The Opportunity:** The successful individual in this role is a quick learner that values organization and positive communication. The ideal candidate will be experienced in handling various administrative, operational, and executive support-related tasks and can work independently and collaboratively. This person must be well organized and comfortable working remotely and in person. Expert-level written and verbal communication skills, strong decision-making ability, and attention to detail are equally important. Above all, the ideal candidate will have a proven commitment to social justice and express comfort working in an environment committed to making a lasting difference in the lives of others.

**Responsibilities include:**

- Support the Executive Director with administrative tasks, including calendar management and external communications
- Assist the Development Director with mailings, donor data entry, and preparation of acknowledgment letters
- Assist the Director of Finance and Operations in the daily business operations of HPRP, including maintenance of office equipment, database, and other information systems
- Assist with the maintenance of the HPRP website and social media accounts, as requested
- Support the directors of HPRP programs that do not have paralegal or administrative staff with administrative tasks, as requested
- Other duties as assigned

**Required Qualifications:**

- A Bachelor's degree or equivalent experience; a minimum of 1-3 years of experience supporting at the executive level, preferably in a nonprofit, public policy, or social services environment
- Extensive knowledge of office administration, clerical procedures, and recordkeeping systems
- Extremely proficient with Microsoft Office Suite or similar software with the ability to learn new or updated software
- Administrative experience in an office environment, preferably in a nonprofit organization

- Excellent interpersonal, project and time management, customer service, and organizational skills
- *Proven ability to work in a variety of culturally diverse settings*
- Initiative identifying and troubleshooting problems and challenges
- Excellent verbal and written communication skills
- Practical time management skills with a proven ability to meet deadlines
- Ability to function with grace and humor in a high-stakes environment

**Additional Valued Skills/Experiences:**

- Fluency in Spanish
- Experience working with individuals facing housing and economic insecurity.

**Salary and Benefits:** This position is part-time (17.5 hours per week) with a flexible weekly schedule with the option of full-time after ten (10) months. The salary range is approximately \$24.00 to \$26.00, depending on relevant qualifications. HPRP offers a comprehensive and highly competitive set of benefits.

**To Apply:** Please email a resume and cover letter (addressed to Julian Garcia, Director of Finance and Operations) to [jobs@hprplaw.org](mailto:jobs@hprplaw.org). Specify “Administrative Specialist” in the subject line of the email. Applications will be reviewed on a rolling basis until the position is filled.

HPRP is an equal opportunity employer. We value a diverse workforce and an inclusive culture. We believe that having a staff, board, and volunteers with diverse personal and professional backgrounds and lived experience enhances our ability to meet our mission and creates an environment where all community members can thrive. We strongly encourage applications from people of color, Indigenous peoples, immigrants, persons with disabilities, members of the TLGBQIA+ (Trans, Lesbian, Gay, Bisexual, Queer, Intersex, Asexual, and more) community, people with lived experience, and people from other underrepresented and historically marginalized groups.