



BECAUSE THE LAND NEEDS A GOOD ADVOCATE
ADVOCACY MATTERS, LLC
Legal, Consulting & Mediation Services

Position Overview

- Advocacy Matters, LLC boutique law firm seeks a part-time independent contractor to provide law firm office support and personal assistance, including dog care, starting June 1, 2026, or TBD.
- The role is in Historic Downtown, Silver City, New Mexico, with flexibility and growth potential.

Core Responsibilities: Law Firm Office Assistance

- Assist the lead attorney and perform miscellaneous administrative functions.
- Conduct research in conservation, nonprofits, historic preservation, and succession/estate planning, and prepare in-house legal memos.
- Support billing, expense tracking, and office administration as requested.
- Handle confidential information and correspondence.
- Schedule appointments, coordinate meetings, and arrange travel, accommodations, and itineraries.

Core Responsibilities: Personal Assistant Duties

- Run errands and courier tasks, including bank deposits, post office, supplies, court drop-offs, and online filings.
- Provide general support for personal and professional tasks and coordinate household or personal appointments and vendors.
- Maintain discretion and safeguard confidential information at all times.

Core Responsibilities: Dog Walking and Care

- Walk or hike the office dog for exercise and provide occasional dog sitting during attorney travel.
- Schedule and, as needed, accompany the dog to veterinary and grooming appointments, ensuring safety and well-being.

Qualifications

- Prior experience as a Personal or Executive Assistant; law firm experience is a plus.
- Tech-savvy with strong organizational, problem-solving, and communication skills; proficient with Microsoft Office, online meeting platforms, and office software.
- Comfortable with dog care and able to handle confidential information discreetly and professionally.
- Valid driver's license and reliable transportation required.
- Familiarity with or willingness to learn conservation, historic preservation, and succession/estate planning.
- Able to organize, present findings, meet deadlines, and work independently and in a team.

Schedule, Compensation, and Environment

- Part-time flexible contractor role, up to 20 hours per month to start, with growth potential.
- Starting pay is \$22 to \$25 per hour, negotiable based on experience.
- Flexible schedule with occasional remote work in a dynamic, pet-friendly setting.

Application Instructions

- Submit resume, references, and cover letter to conservation@advocacymatters.net with subject “[Your Last Name] Office & Personal Assistant.”
- Firm website: www.advocacymatters.net