



**AVERY LUPIA**  
**Director of Human Resources**  
**& Diversity, Equity, Inclusion**  
**and Belonging**

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Please Reply to Bridgeport  
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Cohen and Wolf, P.C. is hiring a part-time receptionist/legal assistant in its Bridgeport office. Responsibilities include reception/front-desk coverage and support for practice groups as needed. Experience in a professional services office and Spanish-speaking ability are preferred.

This is an on-site, part-time position. The schedule is Monday-Friday, 12:30pm-5:00pm, with the possibility of working 8:30am-5pm periodically throughout the year.

Cohen and Wolf, P.C. offers a professional, friendly, and balanced work environment with competitive pay and benefits. Benefits currently include:

- Vision and dental insurance coverage for employees and their eligible dependents
- Life insurance
- Long-term disability insurance
- 401(k) with employer contribution
- Dependent care FSA
- Paid time off
- Paid FMLA leave
- Employee Assistance Program resources
- Tuition reimbursement for job-related courses
- Free parking

Cohen and Wolf, P.C. is committed to its employees, clients, and the communities we serve, and to nurturing a healthy workplace based on our values of diversity, equity, inclusion, belonging, and wellness. We invest in the success of our employees through training, mentorship, and support.

For more information about the firm's commitment to providing equal employment opportunities and promoting well-being within the legal profession, and the firm's diversity, equity, and inclusion goals and initiatives, please visit: <https://www.cohenandwolf.com/careers>. Cohen and Wolf, P.C. provides equal employment opportunities to all employees and applicants.

If you are an honest, driven, dependable, and cooperative individual seeking a rewarding position at an exceptional firm, we'd love to hear from you. Please send your resume to Avery Lupia, Director of Human Resources & Diversity, Equity, Inclusion, and Belonging, at [alupia@cohenandwolf.com](mailto:alupia@cohenandwolf.com)

Job Type: Part-time, onsite

1115 Broad Street  
PO Box 1821  
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158 Deer Hill Avenue  
Danbury, CT 06810  
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