



CHIRLA
Coalition for Humane
Immigrant Rights

JOB DESCRIPTION

JOB TITLE: Administrative Assistant

SALARY: Depending on experience

REPORTS TO: Director of Legal Services and Pacoima Office Managing Attorney

CLOSING DATE OF THIS POSITION: Open until filled

The Coalition for Humane Immigrant Rights (CHIRLA) is a non-profit organization founded in 1986 to advance the human and civil rights of immigrants and refugees in Los Angeles. As a multi-ethnic coalition of community organizations and individuals, CHIRLA aims to foster greater understanding of issues that affect immigrant communities, provide a neutral forum for discussion, and unite immigrant groups to more effectively advocate for positive change. CHIRLA's programs include coalition-building, advocacy around issues affecting immigrants and refugees, community education, service provision, and organizing and leadership development.

CHIRLA's Legal Services Department provides high quality legal services to low-income immigrant communities. The Department consists of four teams: Family Unity, Naturalization and Citizenship, Victims' Unit, and Removal Defense. The Staff Attorneys and DOJ Accredited Representatives screen potential clients for relief through our triage system, such as VAWA, U Visas, Family Petitions, SIJS, Asylum, and Naturalization. Representation also covers detainees in Adelanto, Musick, and Theo Lacy Immigration Detention Centers.

POSITION SUMMARY:

The Administrative Assistant will provide administrative coordination and client support for CHIRLA's Legal Services Department at the Pacoima Office. The position will manage general office functions including reception, appointments, payment, orientation, and overall facilities management to ensure the effective operations of the legal department office in a creative, professional, organized and collaborative atmosphere.

DUTIES AND RESPONSIBILITIES:

- Promote facility security and greet and assist clients in a friendly and professional manner;
- Manage the Pacoima Office's main telephone line and respond/route calls appropriately;
- Receive and distribute all daily incoming mail, faxes, and deliverables;
- Maintain client database and case files;
- Oversee the Pacoima Office's supplies inventory including maintaining inventory level, placing orders for supplies, and verifying receipt of supplies;
- Assist with orientations, presentations, off-site clinics, including, but not limited to, event planning, equipment set up/clean up, technical support, document review, application assistance, case management, information gathering, and client follow-up;
- Coordinate with IT and other staff to set up workstations;
- Attend regular trainings both on and off-site on various aspects of immigration law as-needed and as-related to the provision of client and legal staff support;

- Develop and maintain relationships with community partners including attending community meetings and engaging in outreach;
- Assist with immigration clinics as needed including evenings and weekends;
- Perform other duties and responsibilities as assigned.

ACCOUNTING RELATED DUTIES:

- Manage the Pacoima Office's El Nido Service Agreement including maintaining and updating monthly reconciliation records;
- Preparing quarterly billing reports, collecting and maintaining proof of service evidence;
- Coordinate resolution of billing issues;
- Maintains proper accounting records of all financial transactions including client files (Account Payables) and cash receipts (Account Receivables);
- Assist the Pacoima Office in the preparation of annual operating budget;
- Support CHIRLA's fundraising goals including annual fundraising drive and GALA activities;
- Perform other duties and responsibilities as assigned.

FACILITY RELATED DUTIES:

- Responsible for the efficient day-to-day management and operations of CHIRLA's Pacoima Office;
- Frequent inspection of facilities by monitoring and assessing needs and coordinating with staff to promote professional, usable and creative facilities;
- Perform other duties and responsibilities as assigned.

QUALIFICATIONS:

- Spanish fluency is required;
- Associate's Degree;
- Must be flexible to work evenings and Saturdays as needed;
- Strong oral and written advocacy skills and excellent organizational skills as well as the ability to work and problem-solve under pressure;
- Demonstrated commitment to public service, immigration defense, as well as to working with clients from indigent communities;
- Highly self-motivated, creative, takes initiative, ability to learn quickly, flexible and able to work as part of an interdisciplinary team of advocates;
- A high level of integrity and the ability to maintain confidentiality;
- Must be extremely organized and able to work under pressure and within tight deadlines. Must be able to work efficiently and manage multiple projects at once, which may be at different stages of design and execution;
- Strong interpersonal skills and ability to work effectively with a diverse community.

To apply, send resume and cover letter to: jobs@chirla.org

Subject line should read: **Administrative Assistant**