

BILINGUAL ADMINISTRATIVE ASSISTANT (Falls Church)

About the Legal Aid Justice Center

LAJC is a nationally-recognized anti-poverty non-profit with offices in Charlottesville, Richmond, Petersburg, and Falls Church, Virginia. In addition to providing free direct representation for low-income individuals in our immediate service areas, our staff engage in systemic advocacy to benefit all low-income Virginians using a wide array of strategies aimed at ending generational poverty, including high-impact litigation, community organizing, and legislative/policy advocacy. For more information, visit www.justice4all.org.

About the Falls Church Office & Immigrant Advocacy Program

Our **Falls Church office** is homebase to LAJC's **Immigrant Advocacy Program**, which supports low-income immigrants in their efforts to find justice and fair treatment. In addition to representing clients with individual legal issues, we promote systemic reforms to reduce the abuse and exploitation of immigrants, and advocate for state and local policies that promote integration and protect immigrants from aggressive immigration enforcement. The Falls Church office serves low-wage immigrants in legal proceedings, counsels them about their rights and help them take steps to empower themselves and prepare for the worst, recovers unpaid wages they have earned, combats workplace and housing discrimination, and fights for their civil rights.

About the Position

LAJC is seeking a full-time Spanish-English bilingual administrative assistant for its Falls Church office. This individual will assist with a variety of clerical and office management functions, including:

- Managing reception area, answering phones and greeting walk-in clients
- Carrying out intake interviews with potential clients
- Supporting professional staff
- Manage telephone and mail communications for staff and clients
- Carrying out basic accounting duties
- Processing case files and entering data
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Applicants must have a strong commitment to social justice and immigrants' rights, and direct experience working with immigrants. The ideal candidate has at least one year of experience in an office setting, strong communication skills, and enjoys balancing a variety of responsibilities in a fast-paced, client-centered work environment.

Required Qualifications

- Bilingual in Spanish and English
- Strong commitment to social justice and immigrant rights
- Experience working in immigrant communities
- Reliable personal transportation
- Sense of humor

Preferred Qualifications

- At least one year of relevant experience in office setting
- Ability to multi-task
- Strong computer skills

- Diverse economic, social, and/or cultural experiences

Location

LAJC's Falls Church office

Start Date

As soon as possible

Salary

\$40,000 - \$46,500, dependent on experience.

Benefits

Exceptional fringe benefits include generous leave, health, dental and optical insurance, 403(b) retirement plan, and a great work environment.

Application Instructions

Email a cover letter, resume, and three references to Hallie Ryan, Managing Attorney, at [hiring@justice4all.org](mailto: hiring@justice4all.org), with "Administrative Assistant" in the subject line. The cover letter should highlight experience in professional working environments, social justice or immigrants' rights experience (whether personal or professional), Spanish-language ability, and any specialized skills such as accounting or technology skills.

The positions will be open until filled, but applications will start being reviewed on March 4, 28, 2019.

The Legal Aid Justice Center is an equal opportunity employer, committed to inclusive hiring and dedicated to diversity in our work and staff. We strongly encourage candidates of all identities, experiences, and communities to apply. The Legal Aid Justice Center is committed to strengthening the voices of our low-income clients, working in collaboration with community partners, and rooting out the inequities that keep people in poverty. We strive to take on the issues that have broad impact on our client communities and to be responsive to client input. Recognizing the particular impact of racism on our clients and staff, we devote special attention to dismantling racial injustice. All applicants must be dedicated to working in and sustaining an environment that enables staff and clients to feel empowered, valued, respected, and safe. In reviewing applications, we look for evidence that applicants have experience and/or thoughtfulness in working with traditionally marginalized populations.