



JOB ANNOUNCEMENT

Administrative Assistant

Catholic Migration Services (“CMS”), a not-for-profit legal services provider affiliated with Catholic Charities Brooklyn and Queens, and the Roman Catholic Diocese of Brooklyn, announces a job opening for a full-time Administrative Assistant. CMS provides free legal services to low-income immigrants residing in Brooklyn and Queens in the areas of immigration, housing and employment law. More information about our organization and our work is available at www.catholicmigration.org.

The Administrative Assistant will provide critical administrative support to ensure that our two office locations are well organized and operating smoothly. This is for a full-time position based in our Brooklyn office (near Borough Hall), but the Administrative Assistant may be required to periodically work from our Queens office (Sunnyside). The Administrative Assistant must be punctual, well organized, and have the capacity to prioritize and manage multiple tasks.

Essential Duties and Responsibilities:

- Day-to-day office management of facilities, equipment/supply acquisition and maintenance.
- Maintain and manage relationships with vendors and other service providers.
- Troubleshoot minor IT/computer/program/printer/phone/network issues.
- Maintain organizational calendar and logistics for meetings and rooms.
- Assist with administration of our religious worker visa program, which assists religious workers from abroad seeking to work in the Diocese of Brooklyn.
- Provide various assistance for other programs, as needed, including data entry.
- Provide backup assistance to reception. Answer and manage phone calls, provide appropriate requested information to visitors or staff.
- Provide administrative support for fundraising events and other special events.
- Monitor incoming and outgoing mail; receive and sign for mail/packages.
- Assist in processing invoices, past due accounts, deposits, and managing acknowledgment letters.
- Maintain filing system in all our offices as well as offsite.

Requirements:

- Minimum of 4 years relevant experience
- Computer proficiency; Working knowledge of Microsoft Office, Word, Excel, PowerPoint, required/ Experience with internet research
- Ability and experience working with clients from diverse backgrounds and communities.
- Excellent Communication skills required
- College Graduate preferred (minimum of High School diploma)
- Spanish proficiency preferred

CMS is an Equal Opportunity Employer and we welcome candidates from diverse backgrounds. Salary is commensurate with experience. CMS offers a competitive benefits package that includes a pension plan, healthcare including dental and vision.

Application Instructions:

Applications will be accepted immediately and will be considered on a rolling basis. Interested applicants should send a resume and a list of two professional references to: Erin Fitzgerald, Operations Coordinator at efitzgerald@catholicmigration.org. Please include “Admin Assistant Application” in the subject line.