



JOB ANNOUNCEMENT

ADMINISTRATIVE ASSISTANT

Catholic Migration Services (“CMS”), a nonprofit provider of legal services and affiliated agency of Catholic Charities Brooklyn and Queens, is seeking 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 will be required to periodically work from our Queens office (currently in Sunnyside)¹. 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.
- Provide various assistance for other programs, as needed, including data entry, making appointments, and mailing.
- 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; assist with processing incoming 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.

¹ CMS is currently operating remotely due to COVID-19. In addition, there is a possibility that our office will move to another location in Queens in 2022.

Qualifications²:

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

Diversity and Non-Discrimination Policy:

CMS values workplace diversity and welcomes applicants and employees of all backgrounds. CMS strives to create a positive, supportive, and inclusive work environment for all staff. CMS makes all employment decisions without regard to any applicant's or employee's protected characteristics, including their race, religion, color, national origin, immigration status, age, disability, sexual orientation, gender identity, arrest or conviction record, or marital status.

SALARY AND BENEFITS

CMS offers a very competitive salary and benefits package that includes medical, dental and vision insurance coverage, transit benefits, Flexible Spending Account (FSA) and a 403(b) retirement plan including employer contribution. We offer generous leave policies, including four weeks paid vacation, four paid personal days, fourteen paid holidays and the week off between Christmas and New Year's Days, inclusive.

Union Representation

This is a bargaining unit position represented for collective bargaining purposes by the Association of Legal Aid Attorneys, UAW, Local 2325.

Application Instructions:

This position is available immediately, and applications will be considered on a rolling basis. To apply, email a cover letter and resume to Erin Fitzgerald, Operations Coordinator, at efitzgerald@catholicmigration.org. Please include "Administrative Assistant Application" in the subject line.

² CMS is a recipient of a New York City contract and as a result all staff interacting with the public must be fully vaccinated against COVID-19.