



## **JOB ANNOUNCEMENT**

### **Administrative Supervisor**

#### **About Catholic Migration Services:**

Catholic Migration Services (“CMS”), an affiliated agency of Catholic Charities Brooklyn and Queens, provides high quality free legal services, community education, and advocacy for low-income immigrants residing in Brooklyn and Queens, regardless of race, religion, ethnicity, national origin, or immigration status. CMS assists individuals with their immigration, housing, and employment legal needs. CMS is committed to “welcoming the stranger in our midst” by serving and working alongside underserved immigrant communities to advance equality and social justice in an ever-changing landscape.

#### **Position:**

The Administrative Supervisor will perform administrative work to support the CMS staff, oversee the work of CMS receptionists, and report to the Director of Finance and Operations. This is for a full-time position. CMS has offices in Sunnyside, Queens and in Downtown Brooklyn. The Administrative Supervisor will be required to travel to both offices. As of September 6<sup>th</sup>, CMS staff will work three days in office and two days remotely until further notice.

#### **Qualifications:**

- Self-motivated, takes initiative, ability to learn quickly;
- Excellent written and verbal communication skills;
- Ability to be flexible in job duties;
- Excellent customer service skills;
- Excellent organizational skills;
- Very comfortable with case management systems and other technology;
- Knowledge of immigration or housing or employment law is preferred but not required; and
- Bilingual in Spanish preferred but not required.

#### **Responsibilities include but are not limited to:**

- Supervise reception staff;
- Respond to requests from the public for legal assistance;
- Provide referrals to the public;
- Review online intakes and provide necessary follow-up;
- Answer phones and receive guests;
- Data entry;
- Photocopying, faxing and mail distribution;

- Work effectively as part of a team that includes attorneys, support staff, volunteers and students; and
- Other duties as assigned.

**Requirements:**

- Fully vaccinated with an FDA approved COVID-19 vaccine prior first day of employment;
- Must have more than 5 years of previous experience working in an office setting or strong background in customer service.

**Diversity and Non Discrimination Policy:**

- Catholic Migration Services 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 conviction record, or marital status.

**Salary and Benefits:**

- Salary is based on years of experience. The salary range for this position for a person with six to ten years of relevant experience is \$62,580 to \$67,425. CMS offers a very competitive 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.

**Application Instructions:**

- Applications will be accepted immediately and will be considered on a rolling basis. Interested applicants should send a cover letter, resume, and list of three professional references to: Erin Fitzgerald, Director of Finance and Operations, at [efitzgerald@catholicmigration.org](mailto:efitzgerald@catholicmigration.org). Please include "Administrative Supervisor Application" in the subject line.