



## Job Announcement

**Position title:** Administrative Assistant – Immigration Legal Services

**Reports to:** Immigration Legal Services Program Coordinator

**Classification:** Full time, non-exempt

**Supervises others:** No

**Salary:** \$20.22 - \$21.92 per hour

**Location:** 95825 - Sacramento, CA

**About us:** Opening Doors, Inc., envisions a world in which migrants and refugees lead lives of joy and belonging, embraced by welcoming communities. Our mission is to enrich communities by supporting immigrants, refugees, and survivors of trafficking on their path towards stability, self-sufficiency and belonging.

Opening Doors is guided by our organizational values:

- Rising Together: We are in this together and depend on each other.
- Honoring Dignity: We recognize and honor everyone's strength and inherent dignity.
- Embracing Courage: We do the right thing, even when the path is uncertain.
- Seeking Joy: We take time to be together, celebrating our diverse cultures and recognizing our victories.

Opening Doors began in 1993 as a small refugee resettlement agency, and today serves 2,000 clients per year across our 5 program areas: Refugee Programs, Human Trafficking Programs, Immigration Legal Services, Health Programs and Economic Prosperity Programs.

**Ideal candidate:** The ideal candidate is organized, proactive and solution-oriented, is detail oriented, and has strong and communication skills.

They will have the ability to work effectively in multi-cultural work environments, showing respect and sensitivity for cultural differences, and will be passionate about Opening Doors' mission.

**Responsibilities:** The essential duties and responsibilities of this position include the following:

- Provide administrative support to staff and clients in the ILS program
- Answer, screen, and forward incoming calls to ILS program staff
- Process daily mail, which includes notifying clients and attorneys of time-sensitive information, updating case management database, and retaining copies in client files
- Schedule client appointments and update attorney calendars
- Maintain client data in case management systems
- Assemble and mail or deliver time-sensitive submissions to government agencies
- Assist Program Coordinator with opening and closing client files

Other duties may be assigned in the sole discretion of the Organization. The Organization may assign or shift duties and responsibilities to this position at any time due to reasonable accommodation or other reasons.

**Required Qualifications:** The requirements listed below are representative of the knowledge, skills and/or abilities required.

- High levels of attention to detail and demonstrated ability to adhere to organizational policies and procedures.
- Familiarity with clerical or administrative office support.
- Ability to collaborate effectively with colleagues while maintaining confidentiality.
- Possession of a valid driver's license and vehicle insurance.
- Fluency or high proficiency in spoken Spanish

**Preferred Qualifications:** The requirements listed below are not required but are desired.

- Previous experience with clerical, administrative or operational office support.
- Familiarity with immigration legal services
- Proficiency in written Spanish

**Physical requirements and work environment:** The following demands are representative of the physical requirements necessary for an employee to successfully perform the essential functions of the **Lead Administrative Assistant** position. Reasonable accommodation can be made to enable people to perform the described essential functions.

While performing this job, the employee is required to sit often and use their hands and fingers, to handle or feel and to manipulate keys on a keyboard, the employee is occasionally required to stand, walk, reach with arms and hands, lift approximately 25 pounds on occasion, and to stoop, kneel, or squat, and drive on occasion. The noise level in the work environment is usually quiet to moderate.

**How to apply:** Candidates should email a **resume and cover letter** to [humanresources@openingdoorsinc.org](mailto:humanresources@openingdoorsinc.org). Include "**Administrative Assistant – Immigration Legal Services**" – [Your name]" in the subject line.

Opening Doors provides equal employment opportunities (EEO) to all employees, applicants and any third parties, for employment without regard to race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, genetic information, disability, or veteran status. In addition to federal law requirements, Opening Doors complies with applicable state and local laws governing nondiscrimination laws.

Opening Doors participates in E-Verify.