



ILS ADMINISTRATIVE ASSISTANT VOLUNTEER (GN)

Immigration Legal Services

Scope of Work: Support the Immigration Legal Services (ILS) program by providing in-office administrative assistance, from tracking important client data to maintaining documents for legal events.

As an administrative assistant volunteer, you will work with members of the ILS team on a variety of projects. Throughout the duration of a legal case, ILS staff may need to print, copy, and scan important documents, as well as keep track of case details. The administrative volunteer may work with spreadsheets, print, scan, shred, and other similar tasks.

Administrative assistant volunteers may have a flexible schedule, coordinating availability with the legal team. All volunteer time will fall within Opening Doors hours, which are 9:00am to 4:30pm.

Time Commitment: As an administrative assistant volunteer, we request volunteer support at least once a week over the span of 3 months. Typically, this opportunity will total 1.5 to 3 hours a week.

Location: Work will be completed at Opening Doors Sacramento office, located at 1111 Howe Avenue, Suite 125, Sacramento, California, 95825.

Requirements:

- Strong organizational skills and attention to detail
- Comfortable working with computers, printers, and other office technology
- Willingness to adhere to ODI's volunteer and workplace policies, including client confidentiality