

VOLUNTEER RECEPTIONIST / ADMINISTRATIVE ASSISTANT JOB DESCRIPTION

This is a volunteer position, perfect for a student looking to gain some experience or someone with the financial means to volunteer that is looking to actively help the local immigrant community. VIDAS has current employees who initially began as volunteers.

We are seeking a receptionist that is looking to assist in the day-to-day operations of VIDAS' Vallejo and/or Petaluma Offices.

VIDAS was founded by grassroots community activists in Sonoma County, CA to provide immigration law services and advocate for broader rights for immigrants under the law. VIDAS represents immigrants in defense — i.e. in removal proceedings — as well as in affirmative applications for more secure status in the U.S. VIDAS also advocates to change law, policy, and practices to improve the protection of immigrants in the United States, in coalition with Comite VIDA, day labor centers and allies at the local, state and federal levels. VIDAS is a recognized non-profit agency by the Office of Legal Access Programs and has always offered its services at *low bono* rates or *pro bono* to ensure maximum access to advocacy. VIDAS has offices in Sonoma, Solano and Napa Counties and serves immigrants from Marin, Lake and Mendocino Counties as well.

ESSENTIAL DUTIES AND RESPONSIBILITIES: • Manage telephonic and in-person inquiries. • Calendar appointments between client/attorney/legal assistants and communicate reminders to clients. • Check and distribute mail between attorneys and legal assistants. • Disburse client files, copies, government issued documents, etc. • Data entry of client intakes into case management system. • File migration into case management system. • Maintain client database systems, such as the removal waitlist. • Open client files (contract, client-attorney policies, etc). • Collect and deposit fees for services. • Data entry of payments and deposits. • Maintain inventory systems and order office and program supplies. • Provides accurate information/referrals to clients with other needs that could be met by other community organizations. • Assists immigration attorneys with oral and written translations.

HELPFUL EDUCATION & EXPERIENCE: • Experience directly related to the job qualifications • Past administrative experience is a plus.

KNOWLEDGE, SKILLS & ABILITIES: • Fluent in written and spoken English and Spanish • Skills in typing, word processing, and office management • Proficiency in translating legal documents from Spanish to English • Proficiency in Microsoft Office programs (e.g. Word, Excel, Powerpoint, Outlook) • Able to copy, scan, and mail packages • Demonstrates the ability to successfully work in a team environment • Able to prioritize tasks, has strong organizational skills and an ability to work independently • Able to listen actively and communicate effectively with individuals and groups and be sensitive to the client population, organize own work, and follow-through independently • Demonstrates the necessary attitudes, knowledge, and skills to deliver culturally competent services and work effectively in cross-cultural situations. • Knowledge of immigration laws and procedures preferred and demonstrates ability to maintain this knowledge

DISCLAIMER: VIDAS is a non-profit, non-discriminatory service organization and employer. We do not discriminate on the basis of race, color, national origin, religion, sex, age, sexual orientation or disability. Persons receiving services in our programs are entitled to freedom from harassment and retaliation and reasonable accommodation for qualified disabilities. The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills.

Part-time hours: Approximately 20 hours per week