

Office and Volunteer Manager

Position: Just Neighbors seeks a full-time Office and Volunteer Manager. This person will manage the everyday office functions of a small legal nonprofit by creating and managing processes for administrative and legal volunteers. The position will also select, train and manage volunteers to ensure the successful operations of Just Neighbors. The manager will be expected to interact with clients during regular office hours.

How to Apply:

Deadline: Position open until filled. Candidates must email a cover letter and resume to Erin McKenney, Executive Director at Erin@justneighbors.org with "Office and Volunteer Manager" in the subject line.

Who We Are:

Just Neighbors (www.justneighbors.org) provides immigration legal services to low-income immigrants and refugees in Virginia, especially those who are most vulnerable. It was founded in 1996 to develop a practical response to the legal challenges immigrants face in the U.S. As a community-based 501(c)(3) organization located in Annandale, Just Neighbors has provided immigration legal services to thousands of low-income immigrants and refugees of all faiths and nationalities in Virginia for over 23 years. Through direct services and collaborative strategies, Just Neighbors empowers immigrants to build their own capacity and resources to become more self-sufficient, stable, and independent. Just Neighbors accomplishes its work efficiently and cost-effectively with a staff of ten, and more than 200 volunteers. In addition to direct legal services, Just Neighbors educates community leaders, organizations, and potential clients through presentations about immigration law and policies.

Responsibilities:

- Manage the everyday operations at Just Neighbors by coordinating and overseeing space and schedules of volunteers, maintaining supplies, overseeing specific administrative projects, and developing and implementing processes for routine projects
- Manage all interactions with volunteers includes interviewing, training and supervising volunteers for administrative tasks, legal clinics, outreach events and special projects
- Develop/revise processes for all volunteer functions and assuring quality control
- Support, celebrate, track and steward volunteers
- Assist with client intakes in English and Spanish by phone and in person
- Organize and track client translations and interpretations and ensure quality of both
- Collaborate in efforts to get former clients and volunteers involved in local, state, and national immigration advocacy efforts
- Other duties as assigned

Qualifications:

- Bachelor's degree preferred
- Experience working directly with immigrants preferred
- Interest in/knowledge of the immigration legal field
- Ability to effectively work and communicate with immigrant clients, volunteers and staff
- Fluent in Spanish and English
- Ability to multitask in a fast-paced office environment
- Experience with creating successful office processes and procedures including reporting
- Self-sufficiency and willingness to take initiative
- Ability to work independently and collaboratively
- Excellent communications skills in person and on the phone

- Ability to meet deadlines
- Attention to detail, precision, accuracy
- Professional demeanor
- Enthusiasm and dependability
- Strong community connections in Virginia and willingness to build new relationships
- Competency with technology and strong computer skills
- Demonstrated skill in Microsoft Office Suite products and basic design software
- Ability to flourish in a challenging, but community-driven environment
- Flexibility, creativity, enthusiasm, patience and a sense of humor

Benefits:

Just Neighbors offers a flexible working environment as well as excellent benefits including generous vacation and holiday leave, health insurance, and a retirement pension plan.

Just Neighbors provides equal employment opportunities to all applicants for employment without regard to race, color, religion, sex, national origin, age, disability, sexual orientation or gender.