

## Front Office Administrator

**Position:** Just Neighbors seeks a full-time Front Office Administrator, passionate about working with immigrants and refugees, and engaging volunteers. This person will ensure that the everyday front office tasks of a small legal nonprofit are being accurately and timely completed by office volunteers. He/She/They will also work closely with staff and attorneys to perform administrative, development and legal tasks. The Office Administrator will work in-person in the Annandale office during regular office hours (M-F 9:00-5:00).

### 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](mailto:Erin@justneighbors.org) with "Front Office Administrator" in the subject line.

### Who We Are:

Just Neighbors ([www.justneighbors.org](http://www.justneighbors.org)) provides immigration legal services to low-income immigrants and refugees in Virginia, DC, and Maryland. It was founded in 1996 as a practical response to the legal challenges immigrants face in the U.S. As a community-based 501(c)(3) organization, Just Neighbors has provided immigration legal services to thousands of low-income immigrants and refugees of all faiths and nationalities in Virginia for nearly 25 years. In addition to direct legal services, Just Neighbors educates community leaders, organizations, and potential clients through presentations about immigration law and policies.

### Responsibilities:

- Be responsible for scheduling of client appointments and referrals
- Oversee front office volunteers as they assist clients with intakes, reception and casework
- Organize and coordinate interpretation for client appointments
- Perform client fingerprints sessions
- Conduct client intakes in English and Spanish by phone and in-person
- Perform administrative tasks and support staff and attorneys with day-to-day duties
- Assist development team in completing data-entry and donor correspondence
- Ensure that legal case tasks are completed such as data entry, mailings, case packets creation, etc.
- Maintain quality control of archive scanning, data entry, development tasks etc.
- Complete other duties as assigned

### Qualifications:

- Bachelor's degree or equivalent administrative experience
- Fluent in Spanish and English
- Proven success with administrative tasks
- Competency with technology and strong computer skills; demonstrated skill in Microsoft Office Suite products and basic scheduling software
- Experience with working with volunteers
- Interest in/knowledge of the immigration legal field and working with people from different backgrounds and life experiences
- Ability to multitask in a fast-paced office environment
- Ability to take initiative and work independently and collaboratively
- Excellent communications skills in-person and on the phone
- Ability to meet deadlines
- Attention to detail, precision, accuracy
- Flexibility, creativity, patience and a sense of humor

Salary \$38,000+ contingent on experience and qualifications. Just Neighbors offers excellent benefits including generous vacation, health insurance and retirement pension plan. Just Neighbors is an Equal Opportunity Employer; we are committed to building a team that represents a variety of backgrounds, perspectives, and skills. We believe the more inclusive we are, the better we are able to serve the clients we reflect. We encourage applicants of all religions, genders, races, ethnicities, ages, physical abilities and sexual orientations.