SANTA FE DREAMERS PROJECT IS SEEKING A PART-TIME RECEPTIONIST

ABOUT SANTA FE DREAMERS PROJECT
Santa Fe Dreamers Project is a non-profit legal services organization serving New Mexico and West Texas’ immigrant community. Our work focuses on community and economic development, educational attainment, family unity, and liberation from detention. Santa Fe Dreamers Project is committed to representing every qualified immigrant who walks through our doors. We make every effort to understand the barriers that normally prevent immigrant families in our community from accessing legal representation and design our services with those barriers in mind.

We are currently seeking a receptionist for 20-hrs a week, with an opportunity to increase hours. The hourly rate is $18/hr. This is initially a contract position with an opportunity to evaluate for PT Employment at a competitive salary with benefits at 6 months.

SCOPE OF DUTIES
- Assist visitors to the office with appointments and basic questions about services
- Answer and return general phone calls and manage appointments
- Manage incoming and outgoing mail
- Assist with basic case management, including rural clinic cases
- Assist with basic office management
- Other administrative and basic duties (under supervision) as assigned.

This position is supervised directly to the Executive Director, with training and support from the Director of Operations.

REQUIRED AND PREFERRED QUALIFICATIONS
- [REQUIRED] Bilingual English/Spanish is a requirement for employment with the Santa Fe Dreamers Project.
- [REQUIRED] Professional, responsible, reliable, with impeccable attention to detail
- [PREFERRED] Experience working with immigrant populations

HOW TO APPLY
Send an email to allegra@santafedreamersproject.org with a resume attached. Please include in the body of your email why you are interested in the position, and provide two professional references. Applications due by MARCH 15, 2020.
If you have any questions about our organization, please refer to our website, www.santafedreamersproject.org. Please direct any questions about this position to our Director Allegra Love at allegra@santafedreamersproject.org.

Santa Fe Dreamers Project is an equal opportunity employer. Santa Fe Dreamers Project does not discriminate on the basis of race, color, sex, marital status, sexual orientation, gender identity, veteran status, political ideology, age, creed, religion, ancestry, national origin, or the presence of any handicap. We value diversity in our workplace and strongly encourage applications from people of color, people from immigrant backgrounds, LGBTQI individuals, individuals with disabilities, and members of underrepresented communities.