



## **IMIrJ Administrative Assistant: Part Time**

### **Job Description**

**September 2017**

You are a detail-oriented, flexible office administrator who is skilled with Google Office/G-suite tools, Word, Excel, PowerPoint and CRM databases. You are a great communicator, skilled at balancing different projects and deadlines. You are a bilingual Spanish speaker and passionate about immigrant rights.

### **DESCRIPTION**

Interfaith Movement for Immigrant Justice (IMIrJ) is a Portland, Oregon-based non-profit coalition of individuals, faith leaders and diverse faith communities who advocate for immigrant justice and immigration policy reform. IMIrJ outreach includes immigrant and faith communities across the state of Oregon, with the goal of educating about the injustices of current immigration policies and encouraging the creation of unique spaces and actions for sanctuary and radical hospitality. IMIrJ is seeking a part-time Administrative Assistant to handle administrative support for the IMIrJ work, reporting directly to the Executive Director.

### **Responsibilities:**

#### General

- Perform basic office management duties including check processing, mailing, phones, office supplies, printing/scanning, etc.
- Assist in the coordination of volunteer events and meetings.
- Assist ED and other staff with projects, events, and initiatives as needed, including: presentations, fundraisers, screenings
- Contribute to the translation of documents (English-Spanish) for outreach and publication

#### Data Assistance

- Process and check contacts lists to ensure all data is entered into CRM/database and mailing list
- Manage surveys and/or registrations to ensure all data is tracked, entered and organized

#### Communications/Social Media

- Assist with website and other social media platforms; management of content and updates

- Assist with periodic phone campaigns for targeted outreach to base and membership drives

Qualifications:

- Excellent computer skills: knowledge of Google Docs, Excel, PowerPoint, and Word, and use of the internet and CRM database
- High attention to detail and level of accuracy
- Excellent organizational, administrative and time management skills
- Strong verbal and written communications skills
- Flexibility to function within a small team collaboratively while also showing individual initiative
- Basic knowledge of immigrants' rights issues, interest to learn more

Requirements:

- Bilingual English/Spanish
- Ability to work some evenings and weekends on site

**HOW TO APPLY**

info@imirj.org

<http://www.imirj.org>

*This position reports directly to the IMIrJ Executive Director. This is a part-time position totalling 10 hours/week. Compensation \$15/hour. This position requires a 6 month commitment/'probationary period.'*

*This position is located in Portland, OR. Please send your cover letter indicating your experience and interest in the position, your resume, and two references to info@imirj.org noting "IMIrJ Administrative Assistant" in the subject line.*

*IMIrJ is an Equal Opportunity Employer, with a commitment to diversity in the workplace. People of color and of all genders are strongly encouraged to apply.*