



Posted: June 4, 2024

Application Deadline: Open until filled

JOB ANNOUNCEMENT: Executive Assistant
Part Time Non-Exempt Position (Hybrid) - 16 hours per week

Who we are The mission of Jubilee Immigration Advocates (Jubilee) is to stand in solidarity with immigrants and their families by providing affordable, quality immigration legal services and advocating for just immigration policies. We envision and strive for a reconciled and restored community, one we believe to be God's intent for all of humanity. Jubilee is a 501(c)(3) nonprofit organization serving the San Francisco Bay Area and Northern California. We provide a mix of free and affordable legal services. To make this work sustainable, we make space for rest, restoration and wellness for our team. One expression of this core value is our 32-hour, 4 day work week. Our office is open Monday to Thursday and closed on Fridays. Employees are encouraged to rest and not work on Fridays. To learn more about us, please see the attached Jubilee Vision.

Who we are looking for Jubilee is recruiting a part-time Executive Assistant to join our small, collaborative team. The Executive Assistant will work 16 hours per week to start, with the possibility of more hours in the future. Under the supervision of the management team (Executive Director and Deputy Director), the Executive Assistant will assist with grant management, HR-related functions, communications, donor management and other administrative tasks. Jubilee utilizes a hybrid work plan with staff working remotely and in the office. **The anticipated start date of this position is early July.**

Primary Responsibilities

- Create and run data reports from Salesforce client database to track grant deliverables
- Assist management team with grant management, including preparing grant applications, budgets, reports and invoices
- Work with bookkeeping firm to prepare grant invoices
- Assist with other financial management tasks such as annual audit, tracking expenditures and processing vendor invoices
- Assist management team with HR functions such as payroll, onboarding and employee reimbursements
- Manage donor database and communications with donors

Qualifications

- Bachelor's degree **REQUIRED**
- Exceptional attention to detail and ability to manage multiple projects and deadlines
- Exceptional organizational and problem-solving skills
- High level of comfort and proficiency with technology, numbers and spreadsheets
- Resourceful and able to work independently and collaboratively as part of a team
- Able to use standard office technology such as Google Workspace, Slack, Zoom, Todoist, Adobe Acrobat, client management database, Quickbooks Online and Mailchimp
- Background in and passion for serving low-income immigrant communities
- Proof of vaccination and booster against COVID-19

- Experience in nonprofit grants management, particularly with government grants and contracts preferred

Compensation: \$35-40 per hour, depending on experience. Benefits include 401(k) retirement plan with 3% employer contribution. Generous paid leave (vacation, sick, holidays and week-long winter break).

To Apply: Job is open until filled and applications will be reviewed on a rolling basis. Interested applicants should submit a cover letter, resume and two professional references to: admin@jubileelegal.org (with “Executive Assistant” in the subject line).

Jubilee is an equal opportunity employer. Jubilee strictly prohibits discrimination against all employees or applicants for employment on the basis of race, religion, color, national origin, ancestry, physical or mental disability, medical condition, marital status, age, sex, sexual orientation, or any other status prohibited by law.



Jubilee Vision

About Us

Jubilee is a nonprofit law firm providing free and affordable immigration legal services to marginalized and vulnerable immigrants. We seek to make quality legal representation accessible to low-income underserved immigrants in the San Francisco Bay Area and Northern California. Jubilee was founded in 2015.

Our case docket includes a wide range of non-business immigration matters, such as humanitarian relief for survivors of violence and abuse (U visa, VAWA, SIJS, asylum), family-based immigration, removal defense and naturalization. The vast majority of our clients have incomes at or below 250% of the federal poverty guidelines. Most of our clients are Asian Pacific Islander or Latinx. Our clients are typically not proficient in English. Many are served in their native language: Cantonese, Mandarin, Tagalog, Vietnamese or Spanish.

Jubilee observes a 32-hour work week, Monday to Thursday. Our office is closed on Fridays. Our staff is encouraged to rest and not work on Fridays.

Our Mission

Jubilee's mission is to stand in solidarity with immigrants and their families by providing affordable, quality immigration legal services and advocating for just immigration policies. We envision and strive for a reconciled and restored community, one we believe to be God's intent for all of humanity.

What Does "Jubilee" Mean?

Our name comes from the Hebrew word for ram's horn, the instrument which signaled the beginning of a new year. In the Bible, God told His people to practice "jubilee" every fiftieth year, which meant releasing slaves from bondage and canceling debts, so that families could be restored and made whole again. Jubilee also included celebrating a sabbath year where God's people and the land could rest from growing food. The intent of jubilee was to invite the community to live in good relationship with their Creator and with each other. Jubilee, therefore, is a concrete reminder that all things belong to God. He protects the weak and vulnerable and He provides for all that we need.

What Core Values Direct What We Do?

Much of our core understanding of how we serve our clients and our role as advocates stems from Christian principles. We invite anyone willing to engage with and to work within our vision to join in our work.

- We value integrity, compassion, kindness, collaboration and high quality work.
- We believe in our shared humanity – that we, the immigrants for whom we advocate, the government officials and perpetrators of violence are all in need of grace.
- We believe that our well-being is intertwined with the well-being of our immigrant neighbors.

- We are compelled and invigorated by a biblical vision of a new world – where farm workers eat the fruit that they plant, day laborers live in the houses that they build and women no longer bear children for violence, destruction and death. We call this *shalom*, the Hebrew word for peace and wholeness.
- We see our work as a way to join in the restorative and reconciling work that has already begun in our communities.
- We believe in an economy of abundance, rather than scarcity, where there is enough for everyone.
- We seek to share the good gifts that we have been entrusted with (our legal training, resources, time, even our imperfect selves) to make excellent and compassionate legal representation accessible to low income immigrants.
- We value rest, restoration and wellness for our team and our clients.

Non-Discrimination Policy

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