

Job Posting

Full-time Legal Administrative Assistant (fluency in Spanish required)

IRIS – Integrated Refugee & Immigrant Services, Inc. (www.irisct.org), a dynamic nonprofit organization in New Haven CT, has an opening for a full-time Administrative Assistant in its Legal Department. IRIS is a refugee resettlement agency providing high quality and culturally sensitive assistance to immigrants and refugees in Connecticut. Our goal is to help immigrants establish new lives, regain hope, and contribute to the vitality of Connecticut’s communities. IRIS currently serves clients from Syria, Iraq, Afghanistan, Democratic Republic of Congo, Eritrea, Cuba, Sudan, Egypt, and Venezuela, among others.

IRIS’s Legal Department: IRIS offers legal services, among its other services. IRIS’s Legal Department provides representation to: 1) refugees and asylees applying for lawful permanent residence, naturalization, and reunification with family members; 2) immigrants filing for asylum; and 3) immigrants in deportation proceedings. The Legal Department currently consists of seven fulltime attorneys and two fulltime paralegals, each of whom covers one or more of the practice areas listed above.

The Administrative Assistant’s Role: The Administrative Assistant’s role will be to assist the Legal Department by handling many of the necessary tasks that keep the department running smoothly. These include but are not limited to:

- Answering phones/returning calls from clients and members of the community
- Conducting intakes and providing referrals
- Managing intake forms and spreadsheets
- Performing Spanish language interpretation and document translation
- Scheduling consultations
- Handling client correspondence relating to file submission, change of attorney, case closure, etc.
- Ordering office supplies and processing mail
- Maintaining files
- Keeping track of technology subscriptions and accounts
- Handling reimbursements, invoices and client payments
- Assisting with printing, copying, organizing and assembly of documents

The Legal Administrative Assistant handles not only the many administrative tasks that allow us to function, but serves as the Legal Department’s out-facing voice for the many calls we receive on a daily basis. These calls are from a range of people, often clients and members of the community, and they are important. A primary job for the Legal Administrative Assistant will be to return these calls helpfully, promptly and with accurate information.

The Legal Administrative Assistant reports to the Director of the Legal Department. The Legal Administrative Assistant position is full-time (40 hours per week), and pay is set at \$18 an hour. Full medical benefits are included.

Prerequisites: Candidates must be fluent in English and Spanish (speaking, reading and writing), and any other language skills are strongly preferred. Candidates must have relevant experience or educational background (having already worked with immigrants will be a plus); strong writing, communication and organizational skills; computer skills including Microsoft Word and Excel; and ability to handle multiple demands and shifting priorities in a fast-paced environment. Candidates must have a demonstrated commitment to the mission of IRIS and awareness and sensitivity to multicultural issues.

Compensation: \$18/ hour

Benefits: vacation (3 weeks/ year), personal days (3/ year), sick time, holidays per IRIS schedule medical, dental, vision insurance. Short- and long-term disability insurance. Life insurance. 403b pension plan after 1 year of employment

To apply, send an email to humanresources@irisct.org with the following:

- A subject line that says “Legal Administrative Assistant: [Candidate first and last name]”
- Cover letter
- Resume
- Contact information for two references