

Job Title	Office Administrator
Employer/ Agency	Tahirih Justice Center
Job Description	<p>Tahirih Justice Center, a non-profit legal services organization seeks an outgoing, self-starter to provide critical administrative and program support for our new San Bruno, CA office as an Office Administrator. This role will serve as the linchpin of the office as the initial point of contact for clients and as a resource for office staff. The selected candidate will be responsible for providing critical operational and administrative support in addition to general tech troubleshooting support. The successful candidate will be a detail-oriented professional who can effectively multitask and juggle multiple priorities. S/he will also need to be adept at supporting high performing staff and have a thriving passion for social justice. The preferred candidate will be an empathetic professional that can navigate potentially sensitive and confidential client issues with a high degree of emotional intelligence. S/he must be comfortable working in a fast-paced environment supporting survivors of trauma.</p> <p>This is a junior-level administrative role with great potential for skills development, visibility, and networking.</p> <p>Reception/Office Administration</p> <ul style="list-style-type: none"> • Responsible for all front office functions including handling the telephone switchboard and meeting and greeting clients and office visitors • Provide general administrative support, including making phone inquiries, preparing email and written correspondence, copying, scanning, faxing, etc. • Reconcile and submit bank receipts, invoices, and credit card receipts for the office • Serve as the local point of contact for all office systems and equipment, including maintenance and training staff on proper operation • Provide initial troubleshooting for office equipment and systems, desktops, and laptops <p>Program Support</p> <ul style="list-style-type: none"> • Conduct initial service seeker needs assessments through phone-screenings and update service seeker database • Schedule and organize internal and external meetings, including client appointments, meetings with pro bono attorneys, and training programs conducted by San Francisco Bay Area office staff • Open client files, assign client codes, and update client database • Assist with recruiting and on-boarding volunteers, interns and staff • Assist with maintaining office safety plans

	<ul style="list-style-type: none"> • Run occasional errands • Complete other administrative tasks as required • Support the creation and production of communications pieces, such as informational pamphlets for local audiences • Provide data entry support for the constituent database and general knowledge management • Assist with various development administrative tasks, including local event planning and execution, grant proposals and reporting
Qualifications	<p>Minimum Qualifications:</p> <ul style="list-style-type: none"> • Minimum of 1 year experience providing administrative support • Minimum 1 year of data entry/database experience • Fluency in Spanish is a requirement (French and/or Arabic language ability desirable) • Demonstrated proficiency in Microsoft Outlook, Excel, PowerPoint, and Word is required • Must be sufficiently comfortable with office equipment and computers to troubleshooting issues effectively • Customer-service focused with a calm, courteous, and attentive professional demeanor • Strong communication skills, both written and oral • Highly organized, with the capacity to quickly problem solve and enhance office efficiency • Ability to set priorities and manage multiple projects in a fast-paced environment • Detail oriented and a team player • Willingness to travel to the Falls Church, VA, office from time to time for trainings and meetings <p>Additional Desired Qualifications:</p> <ul style="list-style-type: none"> • Experience working with trauma survivors • Experience working with immigrant communities (desired but not required) • Experience working with issues of domestic violence, human trafficking and international women’s rights (desired but not required)
Salary/Hours	DOE
Employer/Agency	Tahirih Justice Center
City, State, Zip	San Francisco Bay Area, CA
Fax Number	571-282-6162
Email Address	recruiting@tahirih.org
Application Method	To apply, please email a cover letter demonstrating how you meet the above qualifications, a resume, and a list of three professional references to recruiting@tahirih.org
Opening Date	Immediate

To post a job opportunity or if your response to this job posting results in successful employment, please email the GCSW Office of Alumni and Career Services at mswjobs@central.uh.edu with the hiring details of your new job opportunity. Thank you.

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