



Job Title: Administrative Assistant to the Director of Refugee Programming and Planning

Supervisor: Director of Refugee Programming and Planning

Based on the tradition of “welcoming the stranger,” HIAS Pennsylvania provides legal, resettlement, citizenship and supportive services to immigrants and refugees from all backgrounds in order to assure their fair treatment and full integration into American society. HIAS PA advocates for just and inclusive public policies and practices.

General Description: Refugee resettlement is a humanitarian program designed to assist refugees who have been persecuted on account of their race, religion, nationality, membership in a social group or political opinion, displaced from their home countries, and selected to come to the US through our formal refugee resettlement program. It is a public-private partnership between various federal, state, and local government entities and private organizations and agencies. The overall goal of the Refugee Resettlement Program is to help refugee families become self-sufficient in their new communities by providing basic needs and a core group of services within 3 to 6 months after arrival. The Administrative Assistant will support the Director of Refugee Programming and Planning with a variety of administrative and clerical tasks necessary to support the complex organizational and funding needs of our programs.

Responsibilities:

- Process and document Check and Cash requests at least weekly or as needed.
- Submit and reconcile expense and billing reports; Assist in the preparation of regularly scheduled reports to various funders.
- Update and maintain program policies and procedures.
- Help ensure program compliance with various funder requirements. Prepare for intermittent program monitorings as needed.
- Collect, interpret, and present data as needed for reporting and strategic purposes.
- Develop and maintain filing system.
- Maintain office condition, organizing and updating supplies as needed.
- Organize and schedule appointments, plan meetings. Act as the initial point of contact on behalf of the Director. Provide general support to visitors.
- Liaise with Program Managers to handle requests and queries from department staff members, providing backup support for social service programs as needed.

Requirements:

- Proven experience as an administrative assistant or office admin assistant
- Knowledge of office management systems and procedures
- Working knowledge of office equipment, like printers and fax machines
- Proficiency in MS Office, especially MS Excel
- Excellent time management skills and the ability to prioritize work
- Attention to detail and problem-solving skills
- Excellent written and verbal communication skills
- Strong organizational skills with the ability to multi-task
- Associates degree; additional qualification as an Administrative Assistant or Secretary will be a plus

Employment package includes comprehensive health care insurance coverage, 403(b) retirement account, and very generous paid holiday leave and vacation provisions.

HIAS Pennsylvania is an equal opportunity employer and does not discriminate against anyone the basis of race, color, religion, sex, national origin, age, disability, political affiliation or belief.

To apply, please submit cover letter and resume in pdf format to Yvonne Leung, yleung@hiaspa.org.