



JOB POSTING: Temporary Part-time Office Assistant

Job Title: Office Assistant

Supervisor: Office Manager

Status: Temporary Part-time (6 Months, 20 Hours/week, M-F)

Compensation: \$15 per hour

Deadline: March 17, 2021

Interested candidates should please send a cover letter and resume in **pdf format** to Yvonne Leung the Executive Assistant at yleung@hiaspa.org. No Phone Calls Please.

MISSION

Driven by the Jewish value of welcoming the stranger, HIAS Pennsylvania provides legal, resettlement and supportive services to immigrants, refugees and asylum seekers from all backgrounds in order to assure their fair treatment and full integration into American society. HIAS Pennsylvania advocates for just and inclusive public policies and practices.

General Description: The Office Assistant will perform administrative and routine clerical tasks. Their responsibilities include but are not limited to: managing incoming and outgoing mail and faxes, organizing and managing files, serve as back up receptionist, and supporting other staff with administrative tasks as needed.

Responsibilities:

- Process incoming mail and distribute mail to the staff
- In collaboration with the receptionist, process outgoing mail
- Manage and distribute incoming faxes
- Serve as back-up receptionist
- Run office-related errands as needed
- Organize personnel files
- Refill office copy machines with paper and maintain office stationery inventory (letterhead, envelopes, business cards, etc.)
- Organize office supplies and ensure that inventory is well stocked and maintained
- Assist the Office Manager and Deputy Director with other related tasks as needed

Qualifications

- High school degree or equivalent required.
- Bi-lingual English and a second language such as Spanish, French, Arabic, Mandarin Chinese, Vietnamese or Russian strongly preferred.
- Excellent verbal and written communications skills.
- Proficiency in Microsoft Office applications, database management and internet.
- Excellent organizational and time management skills.
- Ability to work independently and collaboratively in a team and to work with diverse professionals.
- Ability to pay close attention to detail.
- Prior office assistant experience preferred.

Benefits: This position offers participation in our 403(b) retirement account

Although HIAS PA is working remotely for the foreseeable future, this office assistant will need to come into the office. We adhere to COVID safety measures by requiring all staff to wear masks while in the office and to practice social distancing. There are disinfectant wipes and hand sanitizing stations throughout the office.

HIAS Pennsylvania is an equal opportunity employer and does not discriminate against applicants or employees on the basis of race, color, religion, gender, sexual orientation or identity, national origin, age, disability, political affiliation or belief, or veteran status. It is our policy to provide reasonable accommodation to qualified individuals with disabilities.

Qualified applicants who represent minority and marginalized groups are strongly encouraged to apply.

Compliance Statement: In the performance of their functions as detailed in the position description employees have an obligation to avoid ethical, legal, financial and other conflicts of interest to ensure that their actions and outside activities do not conflict with their primary employment responsibilities at the agency. Employees are also expected to understand and be in compliance with applicable laws and agency policies.

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