

**Office Manager - CENTER FOR IMMIGRANT
REPRESENTATION**

Jersey City, NJ

Application Deadline: Open until Filled

<http://justicecorps.org/>

Date Posted: August 9, 2019

Job Type: Administrative

Schedule Type: Full Time

Practice Areas: Immigration



Organization Description

Immigrant Justice Corps ("IJC") is the country's first fellowship program dedicated to meeting the need for high-quality legal assistance for immigrants seeking citizenship, other affirmative applications, and fighting deportation. Inspired by Chief Judge Robert Katzmann of the U.S. Court of Appeals for the Second Circuit, IJC brings together the country's most talented law school and college graduates to provide high quality representation to low income immigrants. IJC's two-year Fellowship program connects Fellows to the best legal services providers and community-based institutions nationwide and leverages the latest technologies. The program also fosters a culture of creative thinking that engenders new strategies to reduce the justice gap for immigrant families, ensuring that immigration status is no longer a barrier to social and economic opportunity.

Immigrant Justice Corps recently launched a new initiative, the Center for Immigrant Representation (CIR) in September 2018, a not for profit law practice in Jersey City, New Jersey. CIR offers high-quality, low cost legal services to immigrant clients who cannot afford private counsel but whose incomes make them ineligible for free legal services. CIR represents people seeking lawful status, citizenship, defense from deportation and asylum, as well as other forms of humanitarian relief. CIR seeks an **Office Manager** for its law office in Jersey City, New Jersey.

The **Office Manager** will work with CIR's supervising attorney, legal staff and IJC's Operations Director to help run its Jersey City office, overseeing billing and other finance systems and serving as CIR's primary interface with potential clients and the public.

Duties and Responsibilities

The Office Manager will:

- Organize and oversee CIR's billing and finance systems and collect client fees, including logging and tracking all revenue;
- Handle day-to-day operations of the office;
- Answer CIR's phone, check messages, and make sure calls have been returned;
- Schedule potential clients for initial consultations;
- Welcome potential clients to CIR and help them fill out intake forms;
- Help keep CIR's files in order and up to date, both on paper and digitally;
- Provide administrative support to the CIR's staff for outreach events;
- Help maintain office and staff scheduling and calendars;

- Work with building management and manage all vendors, as well as CIR's contracts;
- Liaise with IJC Operations team in NYC on fiscal and HR matters.
- Attend IJC staff meetings and events.

Skills and Experience

- At least one years' experience in an immigration law practice;
- Prior non-profit experience preferred but not required;
- Fluency in verbal and written Spanish is required; proficiency in another language desired;
- Experience in billing/office finance management;
- Proficiency in Word, Excel, and case management software (e-immigration).

Required Strengths

- Passion for CIR's mission of providing excellent, affordable immigration services;
- Excellent oral and written communication skills;
- Ability to communicate the CIR's mission and procedures clearly to potential clients;
- Keen attention to organization and detail;
- Commitment to reliability and accountability;
- Track record of good judgment and successful problem-solving.

Compensation and Benefits

Compensation commensurate with experience and skills. Excellent benefits package including dental and vision.

How to Apply:

Please submit a resume and cover letter with salary requirements explaining why this job would be a great fit for you to recruitment@justicecorps.org. Include "CIR Office Manager" in the subject line. Applications will be accepted until the position is filled. No calls please.

IJC is an Equal Opportunity Employer - women, people of color, members of the LGBTQ+ communities, veterans, and people with disabilities are encouraged to apply.