Empire Justice Center, a highly respected, statewide not-for-profit law firm, is seeking a bi-lingual administrative assistant to join our Immigration Practice Group in the Yonkers, NY office. This is an opportunity to join one of the most effective organizations serving low-income individuals and families in New York State.

Empire Justice Center hires dedicated, determined, and passionate advocates to make a significant impact on the lives of New Yorkers. We achieve our successes through a combination of direct legal representation and high-impact litigation and policy work. We also provide training and technical assistance to other advocates working towards the same goals.

With offices in Rochester, Albany, Westchester County, and Long Island, our organization offers staff an exciting and dynamic working environment and a strong commitment to teamwork, diversity, and personal/professional development.

**Primary Responsibilities for the Administrative Assistant:**

The Bi-Lingual Administrative Assistant will be a critical member of our growing Immigration Practice as well as of the Acacia Center for Justice program’s Unaccompanied Children’s Program, a recently created initiative funded by the Acacia Center for Justice to provide legal services to young people who are or have been, in federal custody under the Office of Refugee Resettlement (ORR).

The primary responsibility of the Administrative Assistant is to provide support, administrative and clerical, to legal staff in the Yonkers offices, including greeting clients, answering phones, copying, filing, scheduling, meeting minutes, supply ordering and inventory management, data entry, and file opening and closing and other duties as assigned. Providing these services in a well-organized and timely manner will ensure that operations are maintained, and the office is running efficiently.

**Required Qualifications:**

- Quick-thinking problem solver; thrives in a fast-paced environment.
- Ability to work independently and multitask.
- Flexible with excellent interpersonal skills, and a customer service-oriented mentality.
- Project coordination experience and ability to prioritize concurrent responsibilities while meeting all deadlines.
- Works well with all levels of internal management and staff, as well as outside clients and vendors.
- 3+ years of administrative support experience preferred.
- Advanced proficiency with MS Office Suite; Outlook, Excel, and Word.
- Bi-lingual, Spanish required.
Salary and Benefits:

The range of salary is from $37,440 to $41,184. Salary is commensurate with experience and based on the organization’s salary scale. Empire Justice Center offers a generous benefit package, including health insurance, life insurance, vacation, holiday, and sick time. We are an organization that supports and encourages a work/life balance.

Empire Justice Center is an Equal Opportunity/Affirmative Action employer and desires a diverse and inclusive workforce. Empire Justice Center provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age (40 or older), sex (including pregnancy and gender identity), national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state, or local laws.

TO APPLY:

This position is available immediately. Applications will be accepted until the position is filled. To apply, please email a cover letter, resume, writing sample, and three professional references to: employment@empirejustice.org

Please include, Bi-Lingual Administrative Asst. Yonkers and First/Last Name in the subject line of the email. No phone calls or hard copies, please. Incomplete applications will not be considered.