



Administrative Assistant **Part-Time / Short Term**

Safe Passage Project is a nonprofit organization that provides free lawyers to refugee children facing deportation. No child should face immigration court alone and our team works together to advocate for the fair, compassionate, and equal treatment of all immigrant children.

We are a relatively young organization, founded in 2013, that has grown extremely rapidly. We currently serve 700 clients with 12 staff attorneys, 3 paralegals, 3 social workers, and 400+ *pro bono* attorneys. We are an energetic, passionate, and hard-working team.

Position Summary

The part-time Administrative Assistant will assist in maintaining the day-to-day operations of a not-for-profit organization, including but not limited to administrative support in human resources, office management and operations, and grant management.

The Administrative Assistant will work from our Tribeca office for in-person meetings and in-office tasks, but is eligible to work remotely the majority of their time. The Administrative Assistant will report directly to the Senior Operations Associate and provide approximately 10 to 20 hours of administrative support on a weekly basis.

Responsibilities:

- Assist in office management, including ordering and organizing office supplies;
- Collect, maintain, and organize financial and human resources records;
- Support the writing and compiling of grant reports, proposals, and responses to grantor inquiries;
- Track and update donor and fundraising information;
- Assist in reviewing, ordering, and setting up software;
- Various additional administrative tasks as assigned by their supervisor.

Qualifications and Requirements:

- Proficient with Microsoft Office, Google Suite, and Adobe Suite;
- Excellent analytical, organizational and record keeping skills;
- Attention to detail and ability to perform work accurately and thoroughly;
- Strong written and oral communication skills;
- Strong data and computer skills – including proficiency in Microsoft and Mac OS;
- Bachelor's Degree and at least one (1) year of experience working in an office setting;
- Ability to be self-directed when working remotely.



Compensation: \$15+ hourly, depending on experience.

GENERAL INFORMATION: The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this position. They are not intended to be an exhaustive list of all duties, responsibilities and skills required of personnel so classified.

Safe Passage Project is an equal opportunity employer. Women, people of color, LGBTQ people, veterans and people with disabilities are encouraged to apply.

All interested applicants must email a cover letter, resume, and references to [jobs\[safepassageproject.org\]](mailto:jobs[safepassageproject.org]). Incomplete submissions will not be considered. Please use the subject line "Administrative Assistant" in your email.