

## **Job Announcement**

### **Administrative Assistant/Executive Secretary**

Mobilization for Justice (MFJ), a non-profit legal services organization that provides a wide range of free civil legal services to low-income New Yorkers, seeks to hire an Administrative Assistant/Executive Secretary (AA/ES) who is bilingual and fluent in English and in a Chinese dialect, preferably Mandarin or Cantonese. As a member of a skilled administrative team, the AA/ES will support office operations, assist attorneys and paralegals to serve clients, and interact with clients personally and by telephone. We are seeking a person who wants to work in a fast-paced environment and who is eager to learn how a law office functions and to make a difference in the lives of low-income New Yorkers. This position will be in our Manhattan office.

MFJ's mission is to achieve social justice, prioritizing the needs of people who are low-income, disenfranchised or have disabilities. We do this by providing the highest quality direct civil legal assistance, conducting community education, building partnerships, engaging in policy advocacy, and bringing impact litigation. MFJ is a 120+ person staff comprised of attorneys, paralegals, social workers and support staff. It is a diverse, unionized, and collegial workplace where staff share the organization's mission to achieve social justice, prioritizing the needs of people who are low-income, disenfranchised or have disabilities.

#### **Responsibilities include, but are not limited to:**

- Conducting and assisting with client intake
- Answering and directing high volume of calls
- Interpreting for clients
- Translating documents
- Greeting and checking in visitors and clients at the front desk
- Handling daily clerical and office support duties
- Filing papers in court, copying court records and messenger duties
- Assembling legal documents, including preparing tables of authorities in legal briefs, and filing papers in various courts' electronic filing systems
- Designing and running queries in and preparing reports from a case management database
- Maintaining mailing lists and list-serves, producing mail merged letters
- Creating mailings, spreadsheets, and charts

#### **Requirements:**

- Excellent interpersonal skills and courteous telephone manners
- Well organized and able to multi-task
- Ability to enter complex data accurately and efficiently into computer database
- Proficiency in Microsoft Office
- Knowledge of file management databases and software a plus
- Demonstrated fluency in Mandarin or Cantonese
- Willingness and ability to travel between MFJ's offices, outreach sites, government offices, courts, and clients' homes
- Commitment to helping low-income New Yorkers resolve civil legal problems
- College degree

**Salary** is pursuant to a collective bargaining agreement with excellent fringe benefits. For further information about MFJ, please go to [www.mobilizationforjustice.org](http://www.mobilizationforjustice.org).

Applicants should submit cover letter and resume addressed to Juliette Bistoury, and transmit by e-mail to [jbistoury@mfjlegal.org](mailto:jbistoury@mfjlegal.org) with **Administrative Assistant/Executive Secretary** in the subject line. Applications are due July 23, 2021. Early applications are appreciated, and interviews and hiring will be on a rolling basis. We encourage all applicants to include in their cover letter a statement about how your background or experience might contribute to the diversity and perspective of our office. Before you are scheduled for an interview, you will be tested on your Microsoft Office and written and oral language skills.

Due to the volume of resumes received for recent postings, we will respond only to applicants selected for interviews.

**MOBILIZATION FOR JUSTICE IS AN EQUAL OPPORTUNITY EMPLOYER**

People of color, women, people with disabilities, gay, lesbian, bisexual and transgender people are welcome and encouraged to apply.