



justice, hope & safety

**Job Description
Administrative Associate
August 2021**

The Political Asylum/Immigration Representation Project is the leading provider of *pro bono* legal representation to low-income asylum-seekers and immigrants unjustly detained in Massachusetts.

Job Title: Administrative Associate

Reports To: Executive Director/Development & Communications Manager

Position Status: Full-time; Exempt

Position Description

As a contributing staff member of PAIR, the Administrative Associate will support the overarching mission of the organization and to help PAIR to achieve its goal of ensuring that PAIR clients receive high quality legal representation as they seek political asylum and other related forms of humanitarian relief in the U.S. The Administrative Associate position requires strong organizational and communication skills and computer proficiency.

The Administrative Associate will work under the supervision and direction of the PAIR Executive Director and Development Manager to conduct the following activities:

- Direct callers and visitors to the appropriate staff person or to the call center
- Handle the day-to-day administrative functions, tasks, and assignments
- Update, review, and monitor multiple calendars
- Support basic accounting, human resources, and other functions as assigned
- Assist with audit preparation
- Data entry and preparation of acknowledgement letters using donor management system
- Support fundraising events, donations and expenses processing
- Prepare materials, computer equipment, and set up for trainings and meetings
- Provide support to all staff members as needed, particularly PAIR's Executive Director
- Work with Development Manager to maintain and coordinate aspects of PAIR's CRM database Salesforce
- Coordinate supply orders for staff and office

- Serve as back-up and support to quickly handle any computer, internet, telephone, or other technology and equipment issues
- Schedule and coordinate meetings for staff and Board of Directors
- Other tasks as needed

Qualifications

3-5 years of office related work experience preferred in for-profit office or nonprofit setting

Experience in a fast-paced, team environment

Ease and facility with social media including Facebook, Twitter

Proficiency in Microsoft Word, Excel, and preferably Quick Books

Comfortability in handling sensitive and confidential information

Ability and willingness to manage up and anticipate needs

Ability to commute to the office and work in-person

Heavy use of computer and telephone

Ability to communicate in person, by telephone, and via electronic communication

Must have cultural sensitivity and ability to relate well and effectively in a diverse workplace with a diverse client population

Ability to establish and maintain a positive and professional relationship with co-workers, clients, and community service providers

Salary is commensurate with experience.

Hours

40 hours per week

PAIR is an Equal Opportunity Employer committed to inclusive hiring and dedicated to diversity in both its staff and work. Black, Indigenous, and People of Color (BIPOC), immigrants, women, and LGBTQ+ candidates are strongly encouraged to apply. Nominations or applications, including a cover letter, resume, and 3 references, should be sent to career@pairproject.org.

Please no inquiries or phone calls.

Applications will be accepted on a rolling basis until the position is filled, and applicants selected for interviews will be duly notified.