

March 18, 2022

**Job Announcement:
Administrative Assistant,
Tenant Justice Program and Social Work Division**

Rising for Justice (“RFJ”) invites applications for an administrative assistant to provide support to the Tenant Justice Program (TJP) and the Social Work Division. This is a full-time position to begin immediately.

About Rising for Justice

Created in 1969, RFJ, formerly known as D.C. Law Students in Court (“LSIC”), is the oldest clinical legal education program in the District of Columbia. RFJ currently operates as a public interest legal services provider and clinical education program. Our mission is to leverage the collective forces of students and experienced advocates to achieve justice for all.

RFJ embraces equal justice and diversity as core values. We strive to maintain a workplace that is vibrant, welcoming, innovative, and collaborative. We are committed to fostering the thoughtful exchange of ideas and to ensuring that all voices are heard and respected. We seek a skilled and experienced administrative assistant who embraces our mission and values. Our commitment to diversity, inclusion, and non-discrimination includes race, sex, age, religion, national origin, sexual orientation, gender identity/expression, personal appearance, genetic information, political affiliation, marital status, family responsibilities, disability, status as a veteran, and any other characteristic protected by federal, state, or local law or regulation.

Position Responsibilities

Responsibilities include: 1) Monitoring the TJP telephone line, adding caller information into the case management system, forwarding calls to TJP and Social Work Division staff and students and responding to telephone inquiries; 2) Sorting, scanning and transmitting incoming mail and other documents to staff and students; 3) Sending and receiving faxes and distributing to appropriate recipients; 4) Maintaining and updating the Legal Help Desk resources referral list; 5) Assisting with preparation of outreach and educational materials using Word, Excel, PowerPoint, Adobe Acrobat Professional, Canva and other relevant software programs; 6) Providing logistical support for the program’s college interns, law students, and social work students; 7) Assisting with preparation for

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community education and outreach events; 8) Scheduling meetings for TJP and Social Work Division management and coordinating staff schedules; 9) Providing general and ongoing administrative support to TJP and Social Work Division staff, including data entry, filing, copying, and file maintenance; and 10) Providing other duties as assigned.

Qualification Requirements

The administrative assistant must have at minimum an A.A. degree with strong computer skills, including all components of Microsoft Office Suite. Also required are excellent organizational skills and keen attention to detail, with the ability to multi-task, prioritize and work independently and in collaboration with others. Proficiency or fluency in Spanish is preferred.

COVID-19 Statement: Rising for Justice requires all staff to be fully vaccinated against COVID-19 with the exception of those who are entitled to a reasonable accommodation due to a medical disability or sincerely held religious belief under the law.

Accountability: Reports to the Director of Operations.

Hours, Salary and Benefits: This is a full-time position based on a 40-hour work week. Salary is commensurate with experience. We offer a competitive salary with an excellent benefits package, including employer-paid medical, dental, and vision insurance; generous sick, annual and personal leave; and paid federal and local holidays.

To Apply: Each candidate should submit a cover letter and resume by email to Esther Dunbar, at edunbar@risingforjustice.org. Please indicate "TJP/SW Administrative Assistant, [your full name]" in the subject line of the email.

Application Deadline: Review of applications will begin immediately and will continue until the position is filled.