

June 29, 2022

## **Job Announcement: Administrative Assistant, Intake Reception**

Rising for Justice (“RFJ”) invites applications for an administrative assistant, intake reception. We seek an energetic and detail-oriented individual with a strong work ethic and the highest standards of integrity who can thrive working in a dynamic public interest law office and clinical training program. 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 receptionist/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) Answering the main telephone line, forwarding calls to appropriate staff, responding to general telephone inquiries, and referring callers to other providers; 2) Sorting incoming mail, scanning and transmitting mail and other documents to staff and students; 3) Greeting visitors and announcing their arrival to appropriate staff and students; 4) Providing logistical support for the program’s college interns; 5) Assisting with preparation of program-related documents using Word, Excel, PowerPoint, Adobe Acrobat Professional, Canva and other relevant software programs; 6) Monitoring and processing orders for office supplies; 7) Providing administrative support to the

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Director of Operations; 8) Performing other duties as assigned.

**Qualification Requirements**

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

**COVID-19 Statement:** Rising for Justice requires all staff to be fully vaccinated against COVID-19 except staff 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 Julia Cade, Interim Director of Operations, at [jcade@risingforjustice.org](mailto:jcade@risingforjustice.org). Please indicate "Administrative Assistant, Intake Reception, [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.