

The Immigration Center for Women and Children (ICWC) seeks a full-time receptionist to work with attorneys, staff and student interns in its San Francisco office. ICWC is a non-profit legal organization providing affordable immigration services to underrepresented immigrants in California. ICWC strives to provide security and stability for children who are abused, abandoned or neglected and for immigrants who are victims of domestic violence, sexual assault and other violent crimes. The office primarily works with federal immigration laws that allow victims to apply for work authorization and permanent residency. More information about ICWC is available at www.icwclaw.org.

Duties and Responsibilities, include but are not limited to:

1. Handling telephone and walk in reception duties;
2. Performing administrative duties including maintaining records/filing systems and processing mail;
3. Managing and monitoring client data collection, client database and calendaring systems;
4. Assisting with various operational duties including managing facilities;
5. Processing incoming mail from clients, USCIS, FBI, ICE, etc.;
6. Assisting ICWC's Intake Coordinator by conducting some initial intake for potential ICWC clients through a telephone screening; and
7. Translating documents from Spanish to English.

Qualifications:

- **Spanish language fluency:** oral and written. The position requires the ability to communicate daily through oral and written communications in both Spanish and English. The receptionist will regularly interact with monolingual Spanish speakers.
- A demonstrated interest in low-income legal services and/or a commitment to civil liberties and immigrants' rights
- Ability to work effectively with victims of trauma