



**ICWC** Immigration Center for  
Women and Children

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## Receptionist at ICWC in San Francisco

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](http://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 thorough a telephone screening;
7. Regular and punctual attendance; and
8. Translating documents from Spanish to English.

### Requirements:

- **High school diploma**
  - Applicants with **Bachelor/Associate** degrees are also welcome and encouraged to apply
- **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.

### Other Qualifications:

- Strong writing skills and meticulous attention to detail
- 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 domestic violence and sexual assault

### Compensation:

Salary is **\$17-18/hr**. This is a full-time position. Benefits package includes medical, dental, vision, retirement plan, FSA (flexible spending account for healthcare and commuting expenses), and reimbursement for preventative wellness activities. Generous paid-time off, in addition to office closures for federal holidays and a week-long winter break.

### To Apply:

Please send a cover letter and resume with the subject line "Receptionist ICWC SF" to Managing Attorney, Angel Graf at [angel@icwclaw.org](mailto:angel@icwclaw.org). Only applicants invited to an interview will be contacted.