



Job Description

Administrative Assistant

TITLE: Administrative Assistant

REPORTS TO: Office Manager

TYPE OF POSITION: Full time

FLSA STATUS: Non-Exempt

VHO WE ARE:

For more than 30 years, American Gateways has provided immigration legal services and advocacy to low income immigrant individuals and families in Central Texas. With offices in Austin, San Antonio, and Waco, we provide exceptional legal services to low-income immigrants at no or low cost.

SUMMARY DESCRIPTION:

The Administrative Assistant is responsible for screening clients in order to connect them with services for immigration legal matters and related processes. The administrative assistant will provide legal case support to our legal staff. The Administrative Assistant is also responsible for the maintenance of client databases and case statistics.

MAJOR DUTIES AND RESPONSIBILITIES:

- Assist and screen clients via phone and in person.
- Maintain and update database for our orientation programs.
- Generate screening reports on a weekly and monthly basis.
- Review and submit Quarterly data and narrative reports for our orientation programs.
- Refer clients to the proper AG program for legal services and partner agencies.
- Maintain supplies for office and perform other general office management duties as needed.
- Track and report payments, donations, fees, and expense reports.
- Open, sort and distribute incoming correspondence.
- Provide support at the detention facilities and immigration court through the orientation programs.
- Provide casework support to Attorneys and DOJ Accredited Representatives
- Provide support with other duties, as needed

REQUIRED EXPERIENCE/SKILLS/EDUCATION:

- Fluent or have advanced proficiency in Spanish (written and spoken language skills).
- Ability to work in a collaborative and client centered work environment.
- High School diploma
- 1-2 years of experience
- Proficient with Microsoft Office, Adobe, G-Suite, etc.

BENEFITS: A position with American Gateways includes the following benefits:

- Full coverage health, dental and vision insurance, with options for employee contribution to a deluxe plan.
- Full coverage for life insurance and short/long-term disability.
- Retirement benefits package
- Flexible Spending Account/Health Spending Account
- Paid time off, sick/medical leave, paid holidays plus a bonus extended holiday during the December holidays.
- Parental leave and bereavement leave.
- Employee training budget that renews yearly
- Flexible hybrid workplan



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SALARY:

Salary for this position starts at \$41,500 and increases based on relevant experience and education. All offers are reviewed and approved by the Union.

WORK HOURS: This is a full-time

HYBRID WORK PLAN: This position will require working remotely and in-office at the assigned work location. Travel is required to detention facilities, Immigration Court and any other locations needed.

APPLY: Please email resume and cover letter to americangateways@gmail.com.

American Gateways is an Equal Opportunity, Affirmative Action Employer of all protected classes including veterans and individuals with disabilities. Women, minorities, veterans, and individuals with disabilities are encouraged to apply. If you have a disability and would like to request an accommodation in order to apply for a position with the American Gateways, please call 210-521-5429 or contact americangateways@gmail.com.