



Administrative Assistant (full-time)

The Refugee Center is looking for an Administrative Assistant to join our team in supporting refugee and immigrant clients with resettlement.

The Refugee Center, with an office in Champaign, IL, exists to provide services essential to refugee and immigrant resettlement in East Central Illinois, and to aid in the exchange and preservation of their respective cultures. Globally aware but locally focused, our professional, compassionate staff provide interpretation services and advocacy in court hearings, doctors' appointments, school conferences, and other settings. For 40 years, we've helped people find stability in their new homes through counseling, tutoring, community health programs, and support in completing paperwork for work, school, and government programs.

The Administrative Assistant will be a support member of our Executive and Administration teams. They will work to support administrative functions, organize information, and facilitate internal and external communication. The Administrative Assistant is a full-time role that will report to the Operations Coordinator.

Responsibilities:

- Executive support
 - Provide support for Executive Director's calendar
 - Schedule candidate interviews for Leadership team
 - Schedule organization-wide meetings
 - Create meeting agendas and take minutes
 - Support communication with Board of Directors
 - Support preparation and take minutes for Board meetings
 - Administrative support for the Leadership Team as needed
- External Communication
 - Act as first point of contact by maintaining and responding to the organizational email and general inquiries
 - Receive and sort organizational mail
 - Field interview and speaking requests
 - Field translations and interpretation requests
 - Administer account access and permissions for website platform, Wix
 - Administer account access for social media accounts
 - Renew organizational subscriptions and tools, including domain and Wix
- Knowledge Management
 - Administer and update organizational Google Drive, including adding resources

- for staff
 - Create and maintain practices and documentation around recordkeeping
 - Create and maintain filing systems for hardcopy organization records
 - Support and lead digitization projects, including case notes and financial records
 - Record and copy all checks received and prep of deposit slips
- Employee Engagement
 - Coordinate employee celebrations and purchase gifts as appropriate
 - Coordinate and support all-staff meetings

Qualifications:

- 1-2 years of administrative experience or relevant office work
- High attention to detail and organizational skills
- Ability to multitask and prioritize between competing needs
- Excellent follow up and responsiveness to requests
- Ability to professionally represent organization to the public and other external stakeholders
- Excellent written and verbal communication skills
- Ability to maintain confidentiality of sensitive information and situations
- Ability to work with people at different levels of the organization and skilled at managing up
- Comfortable using and learning different technologies
- Passionate about our mission and refugee rights

Nice to have:

- Fluency in a second language used in the communities that we serve, such as Spanish, French, Lingala, Pashto, Dari, or Vietnamese
- Experience working with people from different cultures

Compensation & Benefits:

- Salary starts at \$31,200/year less applicable withholdings
- Monthly stipend for healthcare coverage
- Monthly stipend for mobile phone usage

The Refugee Center works closely with public health professionals to meet and exceed safety guidance for our staff and clients. Based on their advice, we have opened our office to the public in order to meet the continued and growing crises in our refugee communities. Due to the nature of this role, we expect the Administrative Assistant to work out of our offices in-person or within a hybrid schedule.

Clients and staff are required to wear masks at all times that they are in our office and we are currently requiring staff to either provide proof of vaccination against COVID-19 or take a weekly COVID-19 test.

If interested, please apply to jobs@trc-cu.org with your resume. No phone calls please.