



cocofamilyjustice.org
solanofamilyjustice.org

Job Title: Part-time Project Assistant I (3 days/22.5 hours per week)
FLSA Status: Non-Exempt
Hourly Rate Range: \$22 - \$25 per hour
Location: Fairfield, CA
Prepared Date: 4/27/2023

The Family Justice Center (the “Center”) is a warm and welcoming one-stop center for victims of domestic violence, sexual assault, child abuse, elder abuse, and human trafficking. The Center serves victims and survivors regardless of their income, immigration status or location. We meet survivors where they are and help them through the process of healing and self-empowerment. The Center is a public-private partnership committed to creating a vibrant community free of coercion and fear. It supports four operating Family Justice Centers: Solano Family Justice Center in Fairfield, West Contra Costa Center in Richmond, Central Contra Costa Center in Concord, and East Contra Costa Center in Antioch.

POSITION SUMMARY:

We are seeking one qualified candidate to fill the position of Project Assistant at our **Solano Family Justice Center in Fairfield**. The Project Assistant I will work as an integral member of the Family Justice Center team. The Project Assistant is a non-exempt position.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Staff the reception desk, greeting clients and directing calls to appropriate staff, partners, and others.
- Assign rooms, maintain visitor/client log, assign visitor badges and welcome packets.
- Identify situations in which a Navigator is needed to address client needs.
- Manage information and external communications for interested parties including answering telephone calls and directing calls appropriately to Center staff and partners; disseminate information by using the telephone, mail services, Web sites, and e-mail.
- Perform basic clerical functions.
- Ensure reception area and client interview rooms are maintained in a neat and professional manner and monitor interview room activities.
- Collect and distribute messages and assist with mail distribution.
- Operate office equipment; maintain appropriate supplies for office equipment, manage areas such as supply storage and resource library.
- Organize and maintain paper and electronic files.
- Perform other duties, functions, special projects, and responsibilities as assigned and deemed necessary by the Center Director.

West:
256 24th Street
Richmond CA 94804
(510) 974-7200

Central:
2151 Salvio Street, STE 201
Concord, CA 94520
(925) 521-6366

East:
3501 Lone Tree Way, STE 4
Antioch, CA 94509
(925)281-0970

Solano:
604 Empire Street
Fairfield CA 94533
(707) 784-7635



FAMILY JUSTICE CENTER

SAFETY | HEALING | COMMUNITY

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EDUCATION AND EXPERIENCE:

- High School Diploma.
- Minimum of two years administrative or reception experience.

KNOWLEDGE, SKILLS AND ABILITIES:

- Demonstrated knowledge of or a background in domestic violence, sexual assault, child abuse, stalking, elder abuse or human trafficking or a willingness to learn about the field.
- Bilingual in English and Spanish preferred.
- Strong interpersonal skills.
- Excellent written and verbal communication skills.
- Working knowledge of the Microsoft Office Suite, Internet, email, web-based training, and online research.
- De-escalation and conflict resolution skills preferred.
- Flexibility and strong problem-solving capabilities to address the needs of a constantly changing organization.

COMPENSATION:

\$22-\$25/hr. depending on experience. As this is a part-time position, we will not health insurance, and other core benefits. We will provide a retirement plan, pro-rated paid holidays, paid annual and sick leave.

To apply to this position, please submit a **cover letter and resume** to: isabella@cocofamilyjustice.org no later than Monday, May 15, 2023. Please explain in your cover letter: (a) why you are interested in the position; and (b) why you believe that you are qualified for the position. **We will not review your application without a cover letter.** Please note that finalists will be asked to perform a writing task.

We practice equity in all aspects of the organization and value diversity of culture, thought, and lived experiences. We seek talented, qualified individuals who will contribute to the culture of diversity and inclusion at the Family Justice Center.