



FAMILY JUSTICE CENTER

SAFETY | HEALING | COMMUNITY

cocofamilyjustice.org

Job Title: Bilingual Project Assistant I or II
FLSA Status: Non-Exempt
Hourly Rate Range: \$25 - \$32 per hour
Prepared Date: 8/25/2023

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 the West Center located in Richmond, the Central Center in Concord, the East Center in Antioch and the Solano Center in Fairfield.

POSITION SUMMARY:

We are seeking one qualified candidate to fill the position of the Project Assistant I or II (Spanish-English Bilingual required) at our **West Center in Richmond** (location flexible). The Project Assistant I/II 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.
- Assist Executive Director in booking appointments, communicating with partners and funders, supporting special projects.
- Schedule virtual meetings.
- Create graphics for print and on social media.
- Coordination of responsibilities within Human Resources including posting job descriptions and onboarding new staff and partners.
- Collect and distribute messages and assist with mail distribution.
- Assists Center staff and lawyers for family justice with scheduling client appointments, room reservations, trainings, and community presentations.

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



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- 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 Executive Director.

EDUCATION AND EXPERIENCE:

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

KNOWLEDGE, SKILLS AND ABILITIES:

- Bilingual in English and Spanish.
- 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.
- Strong interpersonal skills.
- Ability to do high-level organizing.
- 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:

\$25-\$32/hr. (\$50,200 - \$66,560/yr.) depending on experience. We provide generous fringe benefits, including paid holidays, paid annual and sick leave, health insurance coverage, dental and vision coverages, life insurance with fully paid premiums. We also offer retirement benefits.

To apply to this position, please submit a **cover letter and resume** to:

isabella@cocofamilyjustice.org no later than September 14, 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.

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