



JOB POSTING

The Coalition for Humane Immigrant Rights (CHIRLA) is a nonprofit organization founded in 1986. CHIRLA is a California leader with national impact made of diverse immigrant families and individuals who act as agents of social change to achieve a world with freedom of mobility, full human rights, and true participatory democracy. CHIRLA organizes and serves individuals, institutions and coalitions to build power, transform public opinions, and change policies to achieve full human, civil and labor rights. Guided by power, love and vision of our community, CHIRLA embraces and drives progressive social change.

POSITION DESCRIPTION:

The Coalition for Humane Immigrant Rights (CHIRLA) is seeking a Receptionist for our main office. The Receptionist will manage the front desk on a daily basis and perform a variety of administrative and clerical tasks. The Receptionist will provide high quality administrative support services in a friendly, creative, organized and professional manner. This position requires a high-level energy, integrity and confidentiality.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Greet and welcome guests as they arrive to front desk in a friendly and professional manner
- Manage sign-in sheets for all visitors, clients and volunteers
- Provide basic and accurate information to visitors and clients in person and/or via phone/email
- Ensure reception area is tidy and presentable, with all necessary stationary materials (e.g. pens, forms, brochures, etc.)
- Answer, screen and forward incoming phone calls appropriately
- Check and route calls from general voice mailbox
- Record and update CHIRLA's main phone line outgoing message with accurate and pertinent information, as needed
- Receive, sort, distribute and maintain record of daily mail/deliveries
- Update staff mail box information as necessary
- Update staff directory information on a monthly basis and/or as needed
- Create and submit the weekly HVAC request forms for CHIRLA HQ offices
- Coordinate CHIRLA HQ conference rooms' meeting schedule
- Maintain office security by following safety procedures and controlling access via the reception desk (monitor general sign-in sheets and volunteer sign-in sheets)
- Provide support to the Operations Manager with organization-wide staff attendance sheet in collaboration with Operations Liaisons
- Other duties and responsibilities as needed





SKILLS AND QUALIFICATIONS:

Required:

- Minimum two year's community college or equivalent
- Must have prior customer service experience
- Two years' experience in administrative, office coordination, clerical or similar work
- Bilingual English/Spanish - Spanish fluency is required as the job requires extensive representation in the Spanish language
- Proficient with Word, Excel, and Power Point and another Microsoft Suite
- Flexibility required based on the needs of the organization. The position will involve some occasional early morning, evening or weekends
- Must be able to lift 25 pounds of weight occasionally, and/or amount of force to move objects
- Excellent interpersonal, verbal and written communications skills
- Able to work independently as well as a member of a team
- Must have excellent organizational skills – good attention to detail
- Strong multi-tasking skills with a high degree of accuracy

Preferred

- Experience collaborating with community organizations in local geographic area
- Interest in and/or history of working for social justice

Desired Traits or Characteristic

- Ability to maintain positive working relationships with staff, members and allies
- Ability to work effectively under pressure with last minute deadlines
- Highly self-motivated, creative, takes initiative, ability to learn quickly, flexible and able to work as part of an interdisciplinary team of advocates
- Must be able to work efficiently and manage multiple projects at once, which may be at different stages of design and execution
- Self-motivated – proven ability to work independently and open to be innovative and creative
- Dedication and ability to work flexible hours
- Ability to plan and prioritize work activities, meet deadlines and follow-up on assignments with a minimum direction
- Excellent problem-solving and follow-through skills
- Strong interpersonal skills, including the ability to successfully relate to community residents
- Strong commitment to CHIRLA's mission of empowering low-income community groups and immigrants
- Support CHIRLA's fundraising goals including annual fundraising drive and GALA activities

JOB TITLE: Receptionist

Salary & Benefits: \$24.00/hr. CHIRLA also offers an excellent benefits package, which includes annual paid vacation; additional paid holiday leave in December; employer contribution to retirement account; health, dental, vision and life insurance plans.





FLSA Classification: Non-Exempt/Hourly, full-time, regular

Classification: CHIRLA recognizes a staff bargaining unit affiliated with AFSCME District Council 36. This position is included in CHIRLA's bargaining unit and covered under the terms of the collective bargaining agreement.

COVID-19 Requirements: CHIRLA requires all new employees to be fully vaccinated against COVID-19 or submit weekly negative test results

REPORTS TO: Operations Manager

CLOSING DATE OF THIS POSITION: Position will remain open until filled

LOCATION: Los Angeles, Headquarters

CHIRLA is an equal opportunity employer and makes employment decisions on the basis of merit and administers all terms and conditions of employment, including recruitment, appointment, promotion, compensation, benefits, transfers, training and educational opportunities without regard to pregnancy, childbirth or related medical conditions, genetic information as defined by the Genetic Information Nondiscrimination Act, race, religion or religious creed, color, gender, gender identity or expression, national origin or ancestry, physical or mental disability, medical condition, marital status, registered domestic partner status, age (40 or older), sexual orientation, HIV/AIDS status, pregnancy or pregnancy-related disability, military or veteran status or any other basis protected by federal, state or local law or ordinance or regulation. **All such discrimination is unlawful.** It also prohibits unlawful discrimination based on the perception that anyone has any of those characteristics, or is associated with a person who has or is perceived as having any of those characteristics. All such discrimination is unlawful.

**To apply, submit cover letter, resume and three professional references to: jobs@chirla.org
Subject Line should read: Receptionist**

