



## **PROGRAM ASSISTANT**

Safe Passage Project is a nonprofit organization that provides free lawyers to refugee children facing deportation. No child should face immigration court alone and our team works together to advocate for the fair, compassionate and equal treatment of all immigrant children.

We are a relatively young organization, founded in 2013, that has grown extremely rapidly. We currently serve over 675 clients with 12 staff attorneys, 3 paralegals, 2 social workers, and 350+ *pro bono* attorneys. We are an energetic, passionate, and hard-working team.

### **POSITION SUMMARY:**

The Program Assistant will provide a variety of administrative and support services, including assisting *pro bono* initiatives and trainings, supporting new programs, communications, supporting the executive team, and assisting the Deputy Executive Director. The Program Assistant is based full-time in our Tribeca, NYC office and reports to Deputy Executive Director, Gui Stampur, with dotted line responsibilities to the Executive Director and other executive staff.

### **Responsibilities:**

- Support *pro bono* recruitment and development initiatives;
- Support new programs;
- Provide general administrative assistance to our volunteer management and legal training functions;
- Manage the calendars of the executive team;
- Provide administrative support to various fundraising efforts;
- Assist with office management, order and organize supplies, and serve as the liaison to building facilities and IT services;
- Perform other tasks as assigned.

### **Qualifications and Requirements:**

- One year's work experience in an office setting;
- Experience working with MS Word, Excel, and G Suite;
- Spanish language skills preferred;
- Excellent organizational and time management skills;
- Personable and professional phone manner;
- Ability to work independently as well as collaboratively on an interdisciplinary team in a fast-paced environment;
- Must be ready to grow and learn with the Safe Passage Project Team.

**Salary:** Commensurate with experience.

**GENERAL INFORMATION:**

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this position. They are not intended to be an exhaustive list of all duties, responsibilities and skills required of personnel so classified.

Safe Passage Project is an equal opportunity employer. Women, people of color, LGBTQ people, veterans and people with disabilities are encouraged to apply.

All interested applicants must email a cover letter, resume, and names of three references to [jobs@safepassageproject.org](mailto:jobs@safepassageproject.org). Incomplete applications will not be considered. Please use the subject line "Program Assistant" in your email. Any application missing supporting documentation will not be considered.