

**Diocese of Corpus Christi
Catholic Charities of Corpus Christi, Inc
Job Description**

Job Title: Administrative Assistant
Department: Immigration Services
FLSA Status: Part-time (25 hours/week), Non-exempt, Hourly, Grant Funded
Reports to: Department of Justice Accredited Representative/Program Manager

Job Summary:

Report to the Program Manager/Department of Justice Accredited Representative and provide clerical support for the Immigration Department.

Required Qualifications

Education:

- Degree from at least a two-year institution and/or the equivalent experience.

Experience:

- One-year work experience with clerical duties and data entry.

Competencies:

- Bilingual Required with fluency in Spanish (speaking, reading and writing).
- Demonstrate some knowledge in immigration history/policy.
- Excellent verbal and written communication skills.
- Good interpersonal skills including cultivation and stewardship.
- Cross-cultural awareness and sensitivity to cultural differences.
- Ability to manage confidential information appropriately.
- Task management and project organizational skills.
- Ability to work collaboratively and interact effectively within all levels of the agency, and all donors, volunteers, individuals and businesses in the community.
- Ability to multi-task and to work under pressure and meet deadlines.
- Proficient with Microsoft Platform (Excel, Word, Outlook).

Duties/Responsibilities:

- Answers phones, assesses the needs of the caller and then directs the caller appropriately.
- Knowledgeable in immigration legislation, regulations, procedures and related issues.
- Copying and filing as required.
- Preparing correspondence.
- Translation of Spanish documents.
- Perform such other duties as may be assigned.
- Participate in staff development & meetings.

Other Qualifications:

Must support the moral teachings of the Catholic Church, i.e., must not teach, advocate, or in any way encourage beliefs or behaviors that are contrary to Catholic social doctrine.

Must meet the qualifications for background checks and drug screening.

Position is part-time and requires candidate to possess a valid driver's license and successfully pass a criminal background check.

Physical Demands - The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit, talk and hear. The employee is frequently required to reach with hands and arms. The employee is occasionally required to stand; walk; climb, balance, and stoop. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and distance vision.

Work Environment - The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

Open: Until Filled

Job Type: Part-time

Salary: Based on experience

Submit cover letter, resume, and salary requirements by email to Juanita S. Cardiel at jcardiel@diocesecc.org. Telephone inquiries will not be accepted.