

JusticeMatters

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| Position: | Office Administrator |
| Type: | Part-time |
| Status: | Volunteer |
| Reports to: | Chief Operating Officer |
| Salary range: | NA |
| Location: | Durham, North Carolina |
| Updated: | 4/11/2022 |

Position Summary

The Office Administrator is a volunteer position, supporting the Chief Operating Officer in office management duties, completing clerical and administrative tasks, welcoming and directing visitors, answering phone calls and emails, and coordinating meetings and appointments.

The ideal candidate is detail oriented, can work with little supervision, enjoys interfacing with people, embodies a warm and welcoming demeanor, self-motivated and is committed to volunteering for at least 20 hours per week during a set work schedule.

Duties and Responsibilities

- Handle incoming calls and emails and respond to general inquiries.
- Copy, file and organize confidential hard copy and digital files and documents.
- Prepare, receive and send packages for delivery by U.S. mail, FedEx or messenger. Check the post office box at minimum three times weekly, record and distribute mail to appropriate recipients.
- Schedule client meetings.
- Prepare receipts and document incoming payments.
- Manage and order office supplies.
- Update agency databases.
- Provide grant management support.

Qualifications and Requirements

1. Responsible, self-initiating, and focused, with proven ability to work independently.
2. Meticulous organizational habits with an ability to manage large amounts of information, establish priorities, and meet deadlines.
3. Strong interpersonal skills, cultural humility, and cross-cultural communication skills.
4. Spanish biliteracy is a plus.
5. Support of the mission and vision of JusticeMatters.

About JusticeMatters

JusticeMatters is a faith-motivated, nonprofit law firm that addresses the roots and repercussions of human trafficking. We provide trauma-informed legal services throughout North Carolina, and we promote just policies and practices impacting our clients and community. Since 2011 we have been at the forefront of efforts to integrate principles of trauma-informed care in the legal profession, recognizing that the way we provide legal services—not solely the legal results we secure—holds potential to promote restoration. We are characterized by a concern for safety, trustworthiness and transparency, peer support, collaboration and mutuality, empowerment (voice and choice), and humility regarding cultural, historical, and gender issues. We envision the freedom and flourishing of all.

For more information please visit our website at www.justicemattersnc.org or contact LaToya King at latoya@justicemattersnc.org. To apply, please complete a volunteer application by visiting our website at <https://justicemattersnc.org/volunteer/>.