

SUMMARY:

Northwest Immigrant Rights Project (NWIRP) seeks a mission-driven, detail-focused and people-centered individual to join the organization as a full time **bilingual office manager** in NWIRP's Tacoma office. The applicant must be fluent in English and another language, and must be able to start the position as early as possible.

The Office Manager works closely with the Directing Attorneys at the Tacoma Office, Information Technology Manager, office managers in other NWIRP offices, and the entire Operations Unit, ensuring all office systems function effectively and efficiently. In so doing, the Office Manager provides administrative support and backup information technology support to staff and volunteers in NWIRP's Tacoma office. The successful candidate will be a highly skilled interpersonal communicator with a deep appreciation for, and sensitivity to, people from diverse backgrounds.

In addition to day-to-day troubleshooting and administrative support, the Office Manager assesses future needs and sets long-term improvement goals, provides on-site IT support, monitors/orders office supplies and coordinates the scheduling/logistics for meetings and periodic events.

The anticipated hours of work are Monday – Friday, 9 am – 5 pm, with a 30 – 60 minute unpaid lunch. Under NWIRP's current COVID policies, new staff members must provide proof of COVID-19 vaccination (unless eligible for an exemption) and must wear a face mask while in all common areas at the job location. At the time of this posting, NWIRP staff is operating mostly remotely but some in-office work will be expected of this position. Once current pandemic restrictions are lifted, the position is anticipated to be eligible for hybrid or in-person work models. A minimum two-year commitment to this position is preferred.

BENEFITS AND COMPENSATION:

Beginning annual salary is \$56,214.00 (\$30.89 per hour) and is higher depending on years of directly relevant experience. For example, if you have 10 years of directly relevant experience the annual compensation would be \$67,677.09 (\$37.19 per hour); 20 years = \$78,812.00 (\$43.30 per hour).

NWIRP is proud to be a unionized employer and this full time position is covered by [NWIRP's Collective Bargaining Agreement](#). NWIRP offers a generous benefits package, including:

- Fully paid health, vision & dental plans for employee level coverage with employer-funded HRA and HSA options
- FSA and Dependent Care accounts
- 3% in employer retirement contributions
- Generous paid health-related leave and vacation (16 days during your first year)
- 12 weeks of paid parental leave after 6 months of employment, plus the ability to extend with state paid leave
- 14 paid Holidays with the ability to float 5 holidays
- Subsidized transit pass if based out of Seattle
- Employer-paid disability/life/AD&D coverage; Long-term care insurance
- 4 weeks of paid sabbatical after every five years of employment at NWIRP
- Eligibility to earn compensatory time

COMMITMENT TO INCLUSIVITY, EQUITY, AND REPRESENTATION:

Northwest Immigrant Rights Project is an equal opportunity employer committed to having a diverse staff, board, and volunteer base reflective of the communities we serve and that enhances our ability to create a vibrant environment where all members of the NWIRP community thrive. We strongly encourage applications from individuals who identify as Black, Indigenous, People of Color (BIPOC), immigrants (including people who were formerly detained, undocumented, or who have navigated the immigration legal system), women, people living with disabilities, members of the LGBTQ+ community, and individuals with diverse cultural backgrounds and language abilities.

NWIRP is committed to providing a work environment free from discrimination and harassment. NWIRP does not discriminate on the basis of class, race, color, sex, marital status, sexual orientation, gender identity, veteran status, political ideology, age, creed, religion, ancestry, national origin, or the presence of any sensory, mental, or physical disability. Excepting any undue hardship, NWIRP will provide reasonable accommodations upon request for candidates taking part in all aspects of the selection process. Please contact HR@nwirp.org.

RESPONSIBILITIES:

- Work independently and in team settings on projects and goals shared by all of NWIRP's operations staff;
- Provide in-person and remote information technology assistance to colleagues via the basic maintenance of, and user support for, various computing, voice, imaging and other IT systems. NWIRP currently works with [Google Workspace](#), [LegalServer](#), [Switchvox](#), [Canon Copiers](#), etc. (training provided);
- Provide ongoing general administrative support to NWIRP staff with a variety of clerical tasks as directed, including schedule management, file management, data entry, and backup mail processing;
- Provide front desk backup support, including fielding inquiries from the community on the phone or in-person;
- Provide periodic HR support, such as posting job openings, basic recruitment assistance, creating new user accounts, and support of onboarding and offboarding tasks;
- Provide scheduling and logistical support, in collaboration with other office managers, in coordinating retreats or special events;
- Monitor office supply inventory and order/distribute office supplies, tidy-up common areas;
- Update and maintain internal policies and procedures;
- Manage physical office infrastructure, office access, and furniture/storage needs;
- Assign, setup and maintain individual work stations, including desks, seating and storage;
- Support the IT team with the maintenance of and user support for various computing, voice, imaging and other information technology systems (*training provided*);
- Serve as primary point of contact for property manager, facilities management, and subcontractors;
- Orient new staff, interns and volunteers to our various office systems, policies and procedures;
- Recruit and supervise administrative volunteers and undergraduate interns;
- Coordinate and set up spaces for webinars, staff conferences, and in-person meetings;
- Support the Development, Finance and Grants & Contracts Units in their periodic reports, applications, and invoices;
- Regular processing of cash, checks and other revenue sources;
- Supervise administrative volunteers;
- Other duties may be assigned depending upon NWIRP's needs and your skills or passions.

Physical demands: While performing the duties of this job, the employee is regularly required to sit, stand and walk; use hands to finger, handle, or feel; reach with hands and arms; talk and hear; utilize a phone, computer, keyboard, pen and paper. You will handle electronic cables for a variety of devices. You will be regularly required to lift up to 30 pounds, including to place items on a hand cart (or other assistive device). You will move supplies throughout the office and onto overhead shelves, using a step stool when necessary. You will also use assistive devices to move various sizes of furniture,

and/or coordinate a vendor moving heavier or large furniture, as well as crouch under furniture to make minor adjustments.

SKILLS AND QUALIFICATIONS:

- Personal passion for immigrant rights and the social justice [mission, vision and values](#) of Northwest Immigrant Rights Project;
- Fluent in English and another language;
- Eagerness to work alongside, build relationships with, and learn from, a diverse population of colleagues and clients;
- Advanced in-person, remote, and telephonic customer support skills; commitment to creating a welcoming and professional environment;
- Strong long-term planning skills and an ability to demonstrate initiative in addressing emerging responsibilities;
- Outstanding listening, writing, and verbal communication skills;
- Ability to organize information clearly and succinctly;
- Ability to manage multiple tasks and to meet deadlines;
- Ability to work independently—often at a computer or on the phone—for long periods of time, as well as in a team environment;
- Basic IT support skills; a positive and friendly attitude; patience with people for whom technology concepts do not come naturally;
- Establish and maintain effective working relationships with those contacted in the course of work; and
- The applicant must have a valid driver's license as the position might involve some travel.

REPORTS TO:

Directing Attorney, Tacoma

TO APPLY:

You will need to upload a single file that includes your cover letter, resume, and list of 3 references via our careers page: <https://secure3.entertimeonline.com/ta/90199.careers?CareersSearch> For your cover letter, describe how your lived or work experience make you a good fit for this role. Full consideration will be given to those who apply by **May 10, 2022**, but applications will be accepted on a rolling basis until the position is filled.

ABOUT NORTHWEST IMMIGRANT RIGHTS PROJECT:

Founded in 1984, NWIRP is a nationally-recognized legal services organization on the front lines of defending and advancing the rights of immigrants. Each year, NWIRP provides direct legal representation and assistance in immigration matters to thousands of people with low incomes who come from over 150 countries and speak over 60 different languages. NWIRP challenges unjust policies through high-impact lawsuits and advocates for laws and policies that respect the rights of immigrants. NWIRP is also a trusted provider of immigration-related community education for immigrant communities and social service providers. NWIRP has a staff of over 120 and an annual budget of over \$14 million. NWIRP serves the community through four offices in Washington State (Granger, Seattle, Tacoma and Wenatchee), but the impact of our work is felt nationwide.