



Administrative Assistant

Global Friends Coalition (Grand Forks, ND)

- Part-time (20-30 hours/week)
 - Hourly pay
 - \$20.00 per hour

POSITIONS OPEN UNTIL FILLED - APPLICATIONS WILL BE PROCESSED AS THEY ARE SUBMITTED

About Global Friends Coalition

Founded in 2008, Global Friends Coalition is a nonprofit organization resettling refugees and providing services to New Americans in the Greater Grand Forks community. Our mission is fostering successful New American integration and a more welcoming community. We provide direct service to new refugees, in-home volunteers, in-school tutors, ESL and citizenship classes, immigration legal services, and community outreach presentations and events.

Full Job Description

Global Friends Coalition is currently seeking an administrative assistant for our Refugee Reception & Placement (R&P) and Refugee Support Services (RSS) programs. The Reception & Placement program provides refugee resettlement core services for families resettled through our affiliation with Church World Service (CWS) - these services last for 90 days after arrival. The Refugee Support Services program provides additional support for refugees and other ORR-eligible populations beyond the R&P period, for up to five years after arrival in the United States.

Essential Responsibilities & Duties

- Develop and maintain a thorough knowledge of the U.S. Refugee Resettlement Program
 - Answer and direct phone calls
 - Greet and direct visitors to our office
 - Assist with filing paper documents
 - Scan and upload documents into appropriate filing system
 - Assist with banking transactions (depositing checks)
 - Assist with monthly payroll expense sheets (scanning and uploading them)
 - Create, organize and assist in maintaining Refugee Cash Assistance eligibility, English Language Learning (ELL) attendance, employment retention, and ELL incentive lists
 - Prepare brief case notes in client files
 - Assist with mailings
 - Assist with the creation of office policies and procedures
- **Team Participation**
 - Maintain ongoing communication with the Executive Director
 - Attend staff meetings
- **Other duties as assigned**

Qualifications

- **Required**
 - Strong organizational skills
 - Attention to detail and problem solving skills
 - Excellent time management skills
 - Ability to understand, follow, and document compliance with state and federal Refugee Support Services requirements
 - Ability to keep paper documents filed and accessible
 - Ability to work with people from other cultures and who speak other languages
 - Proficiency in basic computer skills (Microsoft Office, Excel, email, and the ability to learn to navigate the required database platforms)
 - Fluency in written and spoken English
 - Ability to pass a criminal, driving, and child protection screening.
 - Proof of immunity to vaccine-preventable diseases, including COVID-19
 - Commitment to welcoming refugees and all other immigrants to Greater Grand Forks
 - Global Friends Coalition is an equal opportunity employer. We do not discriminate against any employee or applicant for employment on the basis of age, race, religion, color, ethnicity, disability, gender, sexual orientation, gender identity, or national origin.
- **Preferred**
 - High school diploma or equivalent
 - Qualification as an Administrative assistant or Secretary will be a plus

Benefits

- Paid sick leave
- Paid Time Off
- Reimbursement for mileage in personal vehicle (at federal mileage rate - currently \$0.67/mile)
- Cell phone allowance

Work Environment / Schedule

- Regular work hours are 9:00am - 5:00pm, Monday through Friday,
- Physical requirements may include carrying up to 25lbs, loading and unloading items, standing and carrying items.
- **All new employees start with a three-month probationary period, after which a performance review and conversation about the role is held to make adjustments for success**

Application Requirements:

- Cover Letter
- Resume with relevant experience and qualifications
- List of three (3) references with contact information

Please email application materials to:

Cynthia Shabb (Executive Director) at careers@gfcoalition.org